



COMDTNOTE 5110  
JUN 22 1993

COMMANDANT NOTICE 5110

CANCELLED: JUN 21 1994

Subj: CH-1 TO COMDTINST M5110.1, COAST GUARD POSTAL MANUAL

1. **PURPOSE.** This Notice provides commands with the Coast Guard implementation plan to convert to direct accountability and adds Chapter 9, Penalty Postage Meters, to the Coast Guard Postal Manual. Chapter 9 is only effective at units upon conversion to direct accountability. Effective immediately, make pen and ink changes to the basic manual as indicated below.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, afloat and ashore unit commanding officers, and Commander, CG Activities Europe, as action officers, shall ensure that personnel comply with this Instruction. Submit recommended changes to Commandant (G-TPS).
3. **SUMMARY OF CHANGES.** Enclosure (1) details the Coast Guard conversion plan. Enclosure (2) establishes procedures and responsibilities concerning penalty postage meters. The most significant change is the announcement by the U.S. Postal Service to eliminate standard penalty indicia and mandate conversion to direct accountability by 30 September 1993 (see para B. for extension). It contains instructions concerning licensing, setting, operating and accounting procedures associated with penalty postage meters.

4. **FORMS AND REPORTS.** One new test form is announced in this change - CG-5561 (Test), Consolidated Official Mail Report. The command official mail manager (OMM) is required to consolidate unit reports and submit CG-5561 (Test) to Commandant, G-TPS-2. Local reproduction of CG-5561 (Test) (Figure 9-4), is authorized. All U.S. Postal Service (PS) forms may be obtained from the local post office.

5. **PROCEDURES.**

- a. Insert the following pages in COMDTINST M5110.1:

Insert

Pages 9-1 to 9-14

- b. Make the following pen and ink changes to COMDTINST M5110.1:

- (1) Page 2-2, para 2.D.2. Change wording from "Coast Guard tenants on DOD installations shallshallshall...." to read "Coast Guard tenants on DOD installations shall...."
- (2) Page 2-4, para 2.E.2.e., line 7. Change wording from "Individuals **are not** authorized to make this determination and shall use...." to read "Individuals **are not** authorized to make this determination and shall not use...."
- (3) Page 5-1, para 5.B.1., line 6. Change wording from "... when appropriate, a Chief Petty Officer." To read "...when appropriate, a Chief Petty Officer or civilian equivalent."
- (4) Enclosure (3) to COMDTINST M5110.1, page 1. Change "Operations Computer Center" to read "Operations Systems Center."

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Acting Chief, Office of Command,  
Control and Communications

- Encl: (1) USCG Conversion to Direct Accountability  
(2) Chapter 9, Penalty Postage Meters

**U.S. COAST GUARD CONVERSION TO DIRECT ACCOUNTABILITY**

In February 1993, the U.S. Coast Guard converted from standard penalty indicia to direct accountability, at the locations listed below:

USCG Academy, New London CT 06320  
USCG Training Center Petaluma, Petaluma CA 94572  
USCG Institute, Oklahoma City OK 73169  
USCG Pay & Personnel Center, Topeka KS 66683  
Seventh USCG District Headquarters, Miami FL 33131  
USCG Air Station, Opa Locka Airport, Opa Locka FL 33054  
USCG Group St Petersburg, St Petersburg FL 33701  
USCG Group Mayport, Mayport FL 32267  
Fourteenth USCG District Headquarters, Honolulu HI 96850  
USCG Base Honolulu, Honolulu HI 96819  
USCG Marine Safety Office, Honolulu HI 96813  
USCG OMEGA Station, Kaneohe HI 96744  
USCG Station Maui, Maui HI 96793

The following is the proposed implementation plan to convert to direct accountability throughout the remaining Coast Guard commands. Implementation is subject to funding restrictions and contracting schedules:

1st Quarter FY94:

Atlantic Area, MLC Atlantic

1st CG District (Includes ME, VT, NY, NH, MA, CT, and RI)

5th CG District (Includes PA, NJ, DE, MD, VA, and NC)

14th CG District (Remaining activities in HI)

All other activities (HQs Units, Recruiting Offices, centers, offices, etc) located in these areas of the country, or serviced by, the above units)

2nd Quarter FY94:

7th CG District (Includes SC, GA, Puerto Rico and the remaining activities in FL)

8th CG District (Includes FL, GA, AL, MS, LA, TX, NM)

9th CG District (Includes MN, WI, IL, IN, OH PA, and NY)

All other activities (HQs Units, Recruiting Offices, centers, offices, etc) located in these areas of the country, or serviced by, the above units)

Encl. (1) to COMDTNOTE 5110

3rd Quarter FY94:

2nd CG District (Includes ND, SD, WY, MN, WI, IA, NE, CO, KS, MO, IL, IN, OH, PA, WV, KY, TN, AL, MS, AR, OK)

All other activities (HQs Units, Recruiting Offices, centers, offices, etc) located in these areas of the country, or serviced by, the above units)

4th Quarter FY94:

Pacific Area, MLC Pacific

11th CG District (Includes CA, NV, UT, and AZ)

13th CG District (Includes the states of WA, MT, OR and ID)

17th CG District (Includes the state of AK)

All other activities (HQs Units, Recruiting Offices, centers, offices, etc) located in these areas of the country, or serviced by, the above units)



COMDTINST M5110.1  
4 DEC 1992

COMMANDANT INSTRUCTION M5110.1

Subj: U.S. Coast Guard Postal Manual

Ref: (a) USPS Domestic Mail Manual  
(b) DOD 4525.6M, Vol I, DOD Postal Manual  
(c) COMDTINST M5500.11A, Security Manual  
(d) COMDTINST 5110.9A, GSA Express Delivery Contract

1. PURPOSE. This manual establishes policies and procedures concerning penalty mail and gives authority to accept and deliver personal mail under certain circumstances. This manual applies to all Coast Guard penalty mail users.
2. DIRECTIVES AFFECTED. CG-492, The Coast Guard Postal Manual, COMDTINST 5110.12, FPO/APO ZIP Code Alignment and Address Standardization, and COMDTINST 5110.8, Contractor Mailings, are cancelled.
3. DISCUSSION. This manual updates policies, procedures and responsibilities of Coast Guard postal clerks and the administration and distribution of penalty and personal mail. The changes in this manual are extensive, therefore, a thorough reading, especially by mail handling personnel is required
4. ACTION. Area and district commanders, commanders of maintenance and logistics commands, afloat and ashore unit commanding officers, and Commander, CG Activities Europe, as action officers, shall ensure that personnel comply with this instruction. Submit recommended changes to the Commandant (G-TPS).

COMDTINST M5110.1

5. FORMS AVAILABILITY. Postal Service (PS) forms can be obtained from the local postmaster or USPS customer representative. Coast Guard and Navy forms procurement procedures are contained in COMDTINST M5213.6B, Catalog of Forms.

D.E. CIANCAGLINI  
Chief, Office of Command, Control  
and Communications

- Encl: (1) Terms and Abbreviations  
(2) Two Letter State and Possession Abbreviations  
(3) Business Reply Mail Reporting Codes  
(4) Penalty Mail Stamp Distribution Offices

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## CHAPTER 1. INTRODUCTION

- A. Responsibilities. Each individual who prescribes, creates, designs, or prepares official items for mailing shall comply with this manual.
- B. Authority Over Coast Guard Penalty Mail.
  - 1. The Commandant, United States Coast Guard directs penalty mail and postal policies within the Coast Guard and provides liaison between the Coast Guard and the Department of Transportation, the General Services Administration (GSA), the DoD Military Postal Service Agency (MPSA), and the United States Postal Service (USPS).
  - 2. By virtue of their appointment, CG postal officers and clerks are responsible for enforcing the mailing standards addressed in this manual.
  - 3. All CG directives authorizing a special mail service (i.e., registered or certified mail, return receipts, USPS Express Mail, etc.), shall be coordinated with the Commandant (G-TPS).
  - 4. This manual has authority over all current CG directives prescribing penalty mail policy and special mail services within the Coast Guard.
- C. Required Publications. U.S. Postal Service publications and their ordering instructions can be obtained from the local postal service account representative (the local postmaster has the name of your representative). DoD and CG publications can be obtained as prescribed by the Directives, Publications and Reports Index (DPRI).
  - 1. **USPS Domestic Mail Manual (DMM)**. Required at each activity that processes penalty mail. The DMM governs domestic mail service, contains the regulations of the USPS, and is the primary USPS manual used in the operation of post offices. The DMM contains regulations of direct interest to mailers, such as postage rates, mail classification, and mail preparation requirements.
  - 2. **The USPS International Mail Manual (IMM)**. Required only where international mail is frequently used. (FPO/APO mail is not considered international mail.)

- 1.C. 3. **USPS Poster 103, Postage Rates, Fees, and Information, and/or USPS Notice 59, Postage Rates, Fees and Information.** Required at each activity/location where postage and fees are determined.
4. **Postal Zone Chart.** Required at each location where postage is determined.
5. **USPS Publication 25, A Guide to Business Mail Preparation.** Required at each activity that processes mail.
6. **National Five-Digit ZIP Code and Post Office Directory.** Required at each activity that processes mail.
7. **DOD 4525.6M, Vol I, DOD Postal Manual.** Required at each activity that operates a Fleet Post Office (FPO). This manual contains information on establishing an FPO and gives mail routing instructions when mobile units move. It also provides operating instructions to manage and control postal effects and to process, dispatch, handle and transport personal and penalty military mail.

D. Suggested Publications. The USPS publications listed below can be obtained either through your USPS account representative or by writing to the address furnished.

1. **Memo To Mailers** - Provides valuable information on current USPS issues. For a free subscription, write to:

Memo To Mailers  
USPS NAIC  
6060 Primacy Pky Ste 101  
Memphis TN 38188-0001

2. **DoD Industry Marketing Directory** - A directory of USPS account representatives and Postal Business Centers, DoD Official Mail Managers and others responsible for internal mail preparation and delivery. For a free copy write to:

National Accounts Manager (DoD)  
Industry Marketing Division USPS  
475 L Enfant Plaza SW  
Washington DC 20260-6337

3. **U.S. Postal Service Professional Business Seminar Catalog** - A listing of U.S. Postal Service (USPS) professional seminars designed to help cut costs and make mail more efficient. Seminars range from one-half day to 2 days. For a free copy, call 1-800-877-7843 or write to:

1.D. 3. Mailer Education Center  
PO Box 836  
Windsor CT 06006-0836

E. Search and Seizure of Penalty Mail. USPS inspections, search procedures, and postal laws apply to penalty mail matter only while it's mail. The action officers, his/her designated representative, or a properly designated CG mail manager/clerk may seize and/or search penalty mail matter:

1. Before the mail is postmarked (by a postage meter).
2. Before it is placed under control of the USPS.
3. After control passes from USPS to the addressee or a representative.

F. Terms and Abbreviations. Terms and abbreviations used in this manual are explained in Enclosure (1).

G. Electronic Mail. Electronic mail (E-mail) may be used to transmit formal/informal correspondence within the CG. E-mail should be used in lieu of U.S. mail, whenever possible. For further information regarding E-mail, consult COMDTINST 5270.1 series, Management of Electronic Mail.

H. Photocopying the Coast Guard Standard Indicia. The indicia is located in the upper right corner of an envelope or label and consists of the postal emblem (U.S. Mail Eagle) and the words "Postage and Fees Paid, U.S. Coast Guard, DOT-514." The indicia **shall** be preprinted. Photocopying is not allowed. The preprinted penalty statement "Official Business, Penalty for Private Use \$300" must appear in the upper left corner of the mail piece. The penalty statement shall not be handwritten or typewritten.

## CHAPTER 2. PENALTY MAIL POLICIES AND PROCEDURES

- A. Standard Penalty (Indicia) Mail. The Coast Guard uses appropriated fund postage on all penalty mail. Most Coast Guard penalty mail is identified by the penalty statement "Postage and Fees Paid, United States Coast Guard, DOT-514", and the penalty statement "Penalty For Private Use \$300", hence the term "penalty mail." Standard penalty postage is not a form of direct accountability.
- B. Policy and Operation Channels. The single point of contact with the United States Postal Service (USPS), the Department of Transportation, General Services Administration, and the Military Postal Service Agency (MPSA), on penalty mail policy matters is the Coast Guard Mail Manager, Commandant (G-TPS). Activities should coordinate operational and routine matters with the local postal facility or postal service account representative.
- C. The Coast Guard Penalty Mail Cost Control Program.
  - 1. Use the USPS only when it is required by law, or is the least costly transportation method which meets required delivery date, security, and accountability requirements.
  - 2. When mailed, penalty matter shall move at the lowest postage and fees cost to meet delivery date, security and accountability requirements.
  - 3. Whenever possible, penalty mail preparation procedures and processing should be integrated to ensure optimum use of personnel, equipment, and postage cost reduction practices, such as consolidated mailing, presort discounts, and permit mailing.
  - 4. At locations where the CG is housed with other federal agencies, a central mail facility should be formed, using the Cooperative Administrative Support Unit (CASU) method, if feasible. The principle idea behind a CASU is for the federal agencies to combine as many support functions as possible, on a cost sharing basis, within the building/location. This will not only save the government money but will also emphasize sharing responsibilities on a more equal basis. For further information regarding formation of a CASU, contact Commandant (G-TPS).
  - 5. Report unauthorized use, loss, or theft of penalty postage to the action officers of the individual(s) involved for appropriate investigation. Action officers shall determine appropriate reimbursement of postage

- 2.C. 5. and fees costs. Legal or administrative action shall be taken to obtain reimbursement when appropriate.

D. Penalty Mail Support for Coast Guard Tenants on DoD Installations.

1. The Military Postal Service Agency (MPSA) granted CG activities assigned/attached to DoD installations, continued use of the host's penalty mail support (i.e. pick-up, sorting, delivery, etc.), with certain stipulations. The activity action officer should coordinate with the host DoD installation commander, for continued support. The DoD host installation will provide penalty mail support to CG units using less than \$10,000 in postage and fees annually, on a reimbursable basis, or as mutually determined. Activities using over \$10,000 annually, must provide their own mail support. (This applies when the CG converts to postage meters.)
  - a. The U.S. Navy will provide mail support on a non-reimbursable basis for those tenants using less than \$1,000 in postage and fees annually. The Navy will require full reimbursement if a Coast Guard tenant exceeds the \$1,000 annual limit.
  - b. U.S. Army host installations will request reimbursement for support. If the support was provided prior to 1 October 1989, then reimbursement is not necessary.
  - c. The U.S. Air Force will provide penalty mail support on a reimbursable basis, as determined by the host base commander.
2. Coast Guard tenants on DOD installations shall Interservice Support Agreements, as necessary, with the host.

E. Authorized Uses of Penalty Mail.

1. Reference (a) states that "Only matter relating exclusively to the business of the Government of the United States...may be sent...as a penalty mail." The mailing activity shall determine which matter relates exclusively to its own official business. Use penalty postage only on material deliverable by the USPS. Private delivery companies (United Parcel Service (UPS), Federal Express, Airborne Express, etc.), will not accept this form of payment. Under no circumstances can

- 2.E.
1. penalty mail contain unofficial commercial advertisements, discount type coupons, endorsement of any enterprise, etc.
  2. The U.S. Coast Guard, U.S. Coast Guard Reserve and Coast Guard Auxiliary may use penalty postage to transmit official matter including, but not limited to:
    - a. Nonappropriated Fund Activities (NAFA), including Exchanges, for only official administrative (managerial) mailings related exclusively to the business of the U.S. Government. For example, penalty postage may be used on correspondence concerning command and control functions such as annual audits, customer surveys, financial reports, listing of available services, etc. Using penalty mail to mail information on revenue producing items or events (sales and discount circulars) is not federal business.
    - b. Retired members for only merchandise return or business reply items furnished to them for reply purposes.
    - c. Action officers to:
      - (1) Discharge their morale, welfare and recreation (MWR) mission. Certain private associations (e.g., Boy Scouts, officer/enlisted wives clubs, etc.) are not part of an MWR mission and therefore, are not authorized use of penalty postage.
      - (2) Mail a consolidated packet containing information regarding the existence of all available MWR activities to personnel eligible to use them. Information on revenue producing items or events cannot be combined within this packet.
      - (3) Send letters of congratulations to people selected for schooling, promotions, etc.
      - (4) Send invitations to official social functions held in behalf of, or sponsored in the name of, the DOT/USCG. Official status of the function must be clearly stated or readily apparent in the invitation. For example, an action officer may use penalty postage to invite community officials to official retirements and

- 2.E. 2. c. (4) change of command ceremonies. The location and time of a related social reception immediately following the retirement or change of command ceremony may be noted if it does not result in any increase in cost to the government, and the notation does not include advertisement for, or endorsement of, any enterprise.
- d. Change-of-address cards, Postal Service (PS) Form 3576, Change of Address Request for Correspondents, Publishers and Businesses or CG-4646, Notice of Change of Address. Personnel are encouraged to use subscribers and creditors change of address notices. The official mail function is authorized to provide penalty envelopes/labels with penalty postage to mail change-of-address cards only when the member moves at government expense. This usually occurs for PCS, PCS with an extended temporary duty en route, separation, or retirement. Members shall present a copy of their orders to the unit mail clerk when mailing their change-of-address card(s).
- e. Transportation of household goods during a PCS move by an authorized Transportation Office. The local Transportation Office (Household Goods Section), shall determine when the shipment of household goods through the U.S. mail is more cost effective. This applies to both a family move or a single individual living in the barracks. Individuals **are not** authorized to make this determination and shall not use penalty postage to mail personal household items.
- f. Prisoners in a nonpay status for personal mail.
- g. CG authorized periodicals, with the following limitations:
- (1) Distribution is required for the transaction of CG business.
  - (2) Individual copies to higher headquarters in the chain of command for administrative purposes.
  - (3) Copies in bulk to subordinate units for distribution to the units' members.
  - (4) Copies to other government agencies and libraries, hospitals, or schools to promote CG programs.



- 2.E. 2. g. (5) Commercial enterprise newspapers may be mailed but only IAW paragraphs 2.E.2.g.(1) and (2) above.
3. Coast Guard Policy.
- a. Penalty mail can be recalled, after mailing, by completing Postal Service (PS) Form 1509, Sender's Application for Recall of Mail.
  - b. Personnel who handle mail must readily process and transmit these pieces, and protect them from damage, loss, or theft. Treat information in these pieces in confidence and do not disclose it to unauthorized persons. Deliver mail addressed by name that is clearly of personal interest, unopened and only to the addressee. Examples of this type of mail include leave and earning statements, material from the military and/or civilian personnel office, etc.
  - c. Assume that all registered penalty mail contains classified matter and protect it accordingly. Do not leave registered penalty mail unattended and store as required by reference (c).
  - d. Unprocessed or undeliverable First-Class penalty mail endorsed "DO NOT FORWARD" should be placed in a classified storage container if kept overnight. Contact your CMCO for specific storage instructions. There is no requirement to handle it any differently than other First-Class mail during delivery or pick-up.
  - e. Do not deliver unofficial mass mailings addressed to individuals at their duty address. Mass mailing is defined as 50 or more pieces of unofficial mail received on the same day from the same mailer. In this context, unofficial mail is mail addressed to an individual which does not have an official return address from a government agency. Return such mail unopened to the USPS. Do not destroy it. If a mailer tries to circumvent this policy by repeated mailings of less than 50 pieces, then refuse the mail and return it to the USPS. Exception: Technical and professional publications mailed at the second-class rate of postage are deliverable regardless of the number received since the Coast Guard normally pays for such subscriptions. Additionally, some mail from unofficial sources may be official or quasi-official in nature. This type of mail is usually not received in large numbers. Action officers may authorize

- 2.E. 2. e. delivery of such mail received in any reasonable quantity, if it is apparently intended for the addressee in their official capacity rather than as a private person. Mail addressed to positions, i.e., Finance Officer, Chief Counsel, Supply Officer, etc., should also be delivered.

F. Unauthorized Uses of Penalty Mail. The use of penalty postage is not authorized:

1. On matter that is not the exclusive business of the U.S. Government.
2. For private use.
3. By concessionaires or their employees.
4. On matter entered directly into the mails at civil post offices of foreign countries or the Panama Canal Zone. Local postage must be used in such cases.
5. On parcels tendered to commercial freight carriers.
6. By charitable or nonprofit organizations.

G. Personal Mail Policy.

1. Personal mail in the penalty mail system interferes with the transfer of official correspondence between action offices. Action officers shall restrict the delivery of personal mail to individuals at their duty address because it delays the processing of penalty mail and correspondence (see para 2.G.4. for exception). This policy also restricts using CG resources to pick up personal mail from activity distribution pick-up points.
2. Usually, official sources use a complete official address, including the routing/staff symbol. Make every attempt to deliver communications from official sources regardless of how addressed. Determine official sources by the return address, penalty metered postage, the "Postage and Fees Paid" indicia, or a Congressional Frank (signature and title of an authorized person).
3. Official mail of a personal nature. Deliver mail or administrative communications that are addressed by name and that are clearly of a personal nature only to the addressee, unopened. (See para 2.E.3.b. for examples of this type of communication). If undeliverable, items must be returned to sender, unopened. Certain mail from unofficial sources may be official or quasi-official in nature. Action officers may authorize delivery of such

- 2.G. 3. mail received in any reasonable quantity, if it's apparently intended for the addressee in their official capacity, rather than as a private person. This includes mail addressed to positions, e.g., Commandant (TPS), Comptroller, Commanding Officer, etc.
4. Action officers may authorize delivery of personal mail to individuals at their duty address, from unofficial sources, only under certain circumstances. The following examples serve only as a guide.
- a. Following a permanent change of station move. Individuals (and their dependents) may use their duty address to receive personal mail for a limited period (no more than 60 days), or until a permanent home address is established. The individual's supervisor shall advise arriving personnel of this restriction. If individuals continue to have mail addressed to their duty address after the cutoff date, mail clerks shall notify the individual's supervisor of the infraction. Also, notify the individual(s) that future personal mail may be returned to sender. Action officers may make exceptions to the policy for those service members, who because of their assignment, receive professional papers, journals, and other job-related materials or whose duties prohibit their ability to receive mail daily at their quarters address. This category includes, but is not limited to, medical doctors, lawyers, chaplains, etc.
  - b. On installations or at activities where CG personnel permanently reside in barracks, bachelor officer quarters or on board ship, and only when there is no suitable facility to establish a mail center with postal lock boxes. Personnel assigned to CG cutters with a Fleet Post Office (FPO) number and the commanding officer has determined that the FPO address should be used at all times, may receive personal mail through that address.
  - c. Coast Guard personnel and/or other CG resources shall not be used to duplicate services that the USPS, by law or agreement, is obligated to provide (e.g., the USPS is obligated to provide personal mail delivery to on-base family quarters. CG resources shall not be used for this purpose). Personal mail for individuals residing on and off base, in private or government quarters where the USPS provides service, shall be addressed to their home. (Exception – see paragraph 2.G.4.a. & b. above.)

2.G. 4. d. For morale purposes, as directed by the action officer.

5. Action officers shall establish local procedures to ensure that the handling of personal mail within the penalty mail system is not abused.

H. Contractor Mailings. Contractors engaged by the CG to mail penalty items shall prepare the mailings as follows:

1. All first-, third-, and fourth-class penalty mailings must be prepared using the penalty permit imprint format as shown in Figure 2-1, and reference (a), Section 137.274. Contractors shall not use the Coast Guard agency sampling code, DOT-514, or mail standard penalty indicia envelopes or labels (except as provided in paragraph 2.H.5. below). The Coast Guard Permit Imprint Number for contractor mailings is "G-157", and shall appear in a rectangular box in the upper right corner of the mail piece. Also included is the mail class, i.e., First-Class, Third-Class, etc., the words "Postage and Fees Paid", and "U.S. Coast Guard" (see Figure 2-1). Contractor mailings that do not meet the requirements in reference (a), Sections 137.274 and 145, for use of permit imprint mail (e.g., minimum volume and identical weight pieces), must be prepaid by the contractor and be reimbursed for postage under the contract terms. Pieces prepaid by the contractor in this manner shall not bear the penalty indicia format.
2. Penalty envelopes and labels used by any contractor shall bear the pre-printed return address of the CG activity authorizing the mailing. The name and address of a private person, concern, organization, or contractor shall not be shown in the return address.
3. Second-class mail shall be prepared using a penalty second-class imprint as described in reference (a), Section 137.277a(2).
4. When a contractor mails official business correspondence, supplies, publications, etc., the CG activity involved must apply to use the penalty permit by completing Postal Service (PS) Form 3601, Application to Mail Without Affixing Postage Stamps, in duplicate, and submitting them to the post office where the mailings are to be deposited. The contractor may submit the forms, once completed by the CG activity, to the post office of mailing.

- 2.H. 5. When an activity requires a contractor to provide progress reports or to return government materials by mail, the agency should require the contractor to prepay postage on such items, or as an alternative, provide contractors with penalty business reply envelopes or labels for these purposes.

## CONTRACTOR PENALTY PERMIT IMPRINT FORMATS

(Formats for Penalty  
First-Class Mail)

**FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

**PRESORTED  
FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

**ZIP+4  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

(Formats for Penalty  
Third-Class Mail)

**THIRD-CLASS MAIL  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

**BULK RATE  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

(Formats for Penalty  
Fourth-Class Mail)

**FOURTH-CLASS MAIL  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

**SPECIAL FOURTH-CLASS RATE  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

**PRESORTED  
SPECIAL FOURTH-CLASS RATE  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

**BOUND PRINTED MATTER  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

**BULK RATE  
BOUND PRINTED MATTER  
POSTAGE & FEES PAID  
U.S. COAST GUARD  
PERMIT NO. G-157**

Figure 2-1

## CHAPTER 3. THE MILITARY POSTAL SERVICE

- A. Definition. The Military Postal Service (MPS) is an extension of the U.S. Postal Service (USPS) and operates under an agreement between the Department of Defense and the USPS. The mission of the MPS is to provide for the movement of mail and the operation of military post offices (FPOs/APOs) in areas where the USPS does not operate. The MPS is administered by the Military Postal Service Agency (MPSA), Alexandria VA, and serves as the single DoD point of contact with the USPS and other Government agencies on MPS policy and operational matters.
- B. Military Mail. USPS Publication 38, "Postal Agreement with the Department of Defense", defines military mail as domestic and international mail bearing a military address or return address and which, at some stage in its transmission, comes into the custody of a military department. All such mail being transported outside the domestic postal system is placed under the control of the Military Postal Service.
- C. Mail Transportation Costs. DoD requires the Coast Guard to pay transportation costs to transport our mail beyond the Continental United States to areas where the USPS does not operate. DoD uses a population-based assessment to determine costs. Since these costs have increased dramatically, future assignment of an FPO number shall require full justification.
- D. Assignment of Fleet Post Office (FPO) Numbers. An FPO is established within the Coast Guard by the USPS at the request of the MPSA. FPO operations are under the direction of the action officer through a designated mail clerk. Due to recent changes in determining postal transportation costs for non-DoD agencies (see paragraph 3.C. above), it is not economically feasible to arbitrarily assign FPO numbers. Future assignments of FPO numbers to CG cutters will be granted only if operational conditions or other considerations make such service advisable.
  - 1. Establishing a Fleet Post Office Number. Submit a request for assignment of an FPO number at least 60 days in advance of the requirement, to the Commandant (G-TPS), 2100 Second St SW, Washington DC 20593-0002.
  - 2. Disestablishing a Fleet Post Officer Number. An FPO is closed when no longer required or when a change in policy dictates this action. Action officers should submit requests to disestablish an FPO, when the requirement is known, IAW reference (b), Chapter 1, to Commandant (G-TPS), 2100 Second St SW, Washington DC 20593-0002.

- 3.E. Mail Routing For Mobile Deployed Units. Mail Transportation to mobile units requires careful planning of transportation routes and carrier schedules and intensive monitoring by dispatching and receiving activities. Therefore, it is extremely important that, prior to deploying to a foreign port, action officers complete a mail routing instructions (MRI) message notifying the Joint Military Postal Activity (JMPA), of their itinerary. A MRI message should be submitted as far in advance as possible, preferably 10 days before movement. Further information concerning MRIs is located in reference (b), Chapter 11.
- F. FPO/APO ZIP Code Alignment and Address Standardization. To enable military mail to be processed on U.S. Postal Service automated equipment, the alignment of ZIP Codes is very important. Address standardization changes military (FPO/APO) addresses to conform to addressing practices of other US mail. While not all FPO/APO numbers have changed, the structure of the last two lines of the address have changed. The changes described below will provide members with faster, more reliable mail service. **USE OF THE NEW ZIP CODES AND FORMAT IS MANDATORY BEGINNING JULY 1993**, but mailers should begin using the new addresses immediately. (For the purpose of this Instruction, "address" refers to the address on an envelope. Continue to follow the instructions in the Correspondence Manual for preparation of addresses on business letters and letters prepared for a window envelope.)
1. DoD inaugurated this worldwide change of ZIP Codes for all FPO/APO locations. They also eliminated use of the U.S. "gateway" cities and states, such as New York NY, San Francisco CA, Miami FL, etc. In place of the gateway cities and states, use "FPO" or "APO" (which takes the "city" place), and "AE," or "AA," or "AP" (which takes the "state" place). Refer to the Standard Distribution List for the current addresses of CG cutters assigned FPO numbers.
  2. The new ZIP Codes are aligned geographically so that all ZIP Codes in a specific area will start with the same three digits. The four digit add-on of the ZIP+4, is assigned by the Military Postal Service Agency (MPSA). The first three digits of the nine digit ZIP+4 Code, designating the overseas areas, are listed below.

- 3.F. 2. a. "AE" ZIP Codes designate Armed Forces in Europe, the Middle East, and Africa:

090-092 - Germany  
093 - Contingency Use Only  
094 - United Kingdom  
095 - Atlantic/Mediterranean Ships  
096 - Italy, Spain  
097 - Other Europe  
098 - Middle East, Africa

- b. The "AA" ZIP Code designates Armed Force in Central and South America:

340 - The Americas (Except US & Canada)

- c. "AP" ZIP Codes designate Armed Forces in the Pacific:

962 - Korea  
963 - Japan  
964 - Philippines  
965 - Other Pacific and Alaska  
966 - Pacific/Indian Ocean Ships

3. CG cutters assigned FPO numbers.

- a. When addressing mail to a CG cutter, the cutter's name shall appear in the delivery address line (next to the last line of the address). Other (land based units) FPO/APO mail shall contain a Postal Service Center (PSC) number and box number (if applicable). See examples below.

COMMANDING OFFICER  
ATTN POSTAL OFFICER  
USCGC POLAR STAR WAGB 10  
FPO AP 96698-3920

COMMANDING OFFICER  
LORSTA SELLIA MARINA  
PSC 827 BOX 90  
FPO AE 09625-6002

- b. Action officers are responsible for keeping their home port post office informed of their status. Action officers shall forward a status update, at least biannually, to their Joint Military Postal Activity (JMPA). Cutters that are inactive for a period of one year or less may retain their FPO number. Cutters that are inactive (in FRAM, decommissioned, etc.), for more than a year should terminate their FPO number (IAW para 3.D.2. above). If necessary, the commanding officer may request a new FPO number upon activation.



## CHAPTER 4. PREPARATION FOR MAILING

### A. General.

1. Prepare all mail according to instructions provided in this manual and reference (a).
2. Use cost effective means to reduce postage costs. Properly package, presort and/or consolidate, as necessary.

### B. Economical Mailing and Selection of Special Services.

1. Strictly enforce the use of standard (4 " x 9 " ), #10 letter size envelopes. Fold correspondence (5-7 pages or up to one ounce and/or 1/4 inch thick), and place in letter size envelopes. First-class mail weighing one ounce or less is **nonstandard** if it exceeds any of the following:

Height	- 6 1/8 inch
Length	- 11 1/2 inches
Thickness	- 1/4 inch

A **surcharge** is assessed on each nonstandard mail piece.

2. Limit special mail services (registered, certified and insured mail, return receipts, etc.) to when law or CG directives require their use; or when mission essential. The Government Losses in Shipment Act (Title 40, U.S.C., Section 726) and the government's general self-insurance policy prohibit federal agencies from using registered and insured mail for the sole or primary purpose of obtaining postal indemnity. Exception: Since postal insurance provides indemnity for articles that are lost or damaged in the mail, you may use it to return private property (see para 4.B.2.d.). Rule of thumb--do not use special mail services just to get a record of mailing or delivery or to trace communications sent between CG activities, unless a CG directive authorizes it. The following applies:
  - a. Items shall be registered for security, not indemnity. Indemnity is not provided for registered penalty mail. Activities desiring to obtain insurance on registered mail must prepay all postage and fees. Registration gives more security in transmission, and provides a chain of receipts from the time of mailing to final delivery. The extra controls over registered mail may delay it, causing longer transit times. See reference (c) for instructions on mailing classified material

- 4.B. 2. a. through the USPS. Unit mail clerks, prior to signing for registered mail, should carefully examine each article to ensure there is no evidence of damage of tampering. See reference (c) for instructions on reporting procedures if you suspect a registered (classified) article has been tampered with.
- b. Only mailable matter on which postage at the First-Class or Priority rate has been paid may be accepted as certified mail (PS Form 3800). Certified Mail should not have widespread application within the Coast Guard. Certified service simply provides the sender with a mailing receipt and a record of delivery at the office of address. No record is kept at the office of mailing. It provides no indemnity and, **if lost, cannot be traced**. Therefore, unless otherwise authorized, personnel will use CG-9733, Document Log (stock number 7530-01-GF3-2130), for control purposes, rather than certified mail. (See para 4.B.2.c., for an alternative to certified mail.)
- c. If evidence of mailing is only needed, use a Certificate of Mailing (PS Form 3817). This service should be used rather than certified mail. Certificates of Mailing are approximately one-third the cost of certified mail. Obtain Certificate of Mailing forms from the local post office.
- d. Use insured service for accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter. You may obtain payment for domestic mail that has been lost, rifled, or damaged by having it insured. Insurance may be obtained for Third- and Fourth-Class mail, and on First-Class mail containing Third- or Fourth-Class matter. Liability on penalty mail is limited to \$100.
- e. A Return Receipt (PS Form 3811) provides a mailer with proof of delivery. This service may only be used with registered and certified mail, mail that is insured for more than \$50, COD and Express Mail. A return receipt requested after mailing is not available under the Penalty Mail Program. Do not use a return receipt on mail sent between two CG activities unless authorized by law or CG policy. Instead, use CG-9733, Document Log.
- f. Return Receipt for Merchandise (PS Form 3804) provides the sender with a mailing receipt, a return receipt, and a record of delivery at the office of address. Merchandise must be mailed at the Priority, First-Class, third-class, or parcel post rates of postage.

- 4.B. 2. g. Special delivery service shall not be used when the item is to be delivered to the addressee by the USPS or the MPS. Exceptions shall not be granted.
- h. Accountable penalty mail (registered, certified, insured, etc.), addressed to federal agencies is delivered to the agency mail center. It is at this point that the USPS has completed its delivery of the mail. Also, at this point, return receipts should be removed, completed and immediately returned to the post office. Action officers shall designate a CG mail clerk to sign for accountable mail. Signatures may be rubber or machine stamped. For postal purposes, it is not required that the individual to whom the mail is specifically addressed sign the receipt. Complete return receipts should include:
- (1) The name and location of the agency receiving the mail.
  - (2) A legible signature of the individual completing the receipt.
  - (3) The date mail was delivered to the agency mail center.

C. Small Parcel Delivery Services.

1. Private Express Statutes.
  - a. Congress passed a group of laws known as the Private Express Statutes (18 U.S.C. 1693-1699, 1724 and 39 U.S.C. 901-906). These laws state that the USPS has a general monopoly for the transmission of First-Class material (See reference (a) for a complete definition of First-Class material). Private delivery companies can carry all other classes of mail.
  - b. First-Class mail is mail that is closed against postal inspection. Although all mailable matter may be sent as First-Class, the following items may only be mailed as First-Class mail. (See reference (a)):
    - (1) Matter wholly or partially written or typewritten.
    - (2) Matter having the character of actual and personal correspondence.
    - (3) Bills and statements of account.

- a. The Private Express Statutes apply to Federal government agencies which, when they cause their letters to be carried by a private contractor at their own expense, are required to reimburse the USPS at the same rate that would be charged if the letter was sent to the same destinations via the U.S. mail. Typically, agencies have contracted with private courier firms to deliver items such as interoffice memos, newsletters, agency bulletins, etc. These items are letters as defined by postal regulation, and Part 310 of Title 39, CFR. There are three major exceptions to this restriction (See paragraph 4.C.2.a.(2) below for the exception to use an express service without payment of postage.):
  - (1) Invoices, bills, and similar First-Class material sent with, and exclusively for, the cargo they accompany.
  - (2) Time sensitive material that must reach an addressee within 12 hours, and the USPS cannot make delivery (through normal First-Class or Priority delivery schedules) within that time frame. If an activity pays for high cost overnight or next day service from a private (express) delivery company, this normally establishes sufficient urgency and therefore, First-Class postage isn't required.
  - (3) If there is a disruption of the USPS, private delivery companies may transport First-Class material without payment of postage.
- b. The General Services Administration awards an annual express delivery service contract to a private express courier, such as, Federal Express, DHL, Airborne, etc. The use of this contractor is **mandatory** for express letters and express packages for all activities (see reference (d)).
- c. This does not preclude activities from using a private delivery company for other than express delivery. There are numerous small parcel delivery companies (e.g., UPS, DHL, etc.) operating in parts of or throughout the U.S. Since private carriers can choose the locations they service, in some instances, their services are superior to the USPS, in terms of cost or delivery time. Action officers should compare USPS costs to other private delivery company costs for other than express delivery.

4.C. 3. Authorized Use of USPS Express Mail.

- a. USPS Express Service is used to send time sensitive material that must reach the addressee within 12 hours. This is a premium service and the determination to use it should be carefully made. Since using the GSA contractor generally costs significantly less than USPS and other private express companies, action officers shall ensure the GSA contractor is used exclusively for extremely urgent letters and extremely urgent packages.
- b. Action officers may approve use of USPS Express Mail, on an exception basis if, in their opinion, their mission could be seriously impaired. Action officers should require that exceptions be fully justified, in writing.

D. Consolidated Mail.

1. Consolidated mail is a reliable way to mail administrative and operational communications and logistical items between headquarters, area/district offices, MLC's, and other large units. Use consolidated mail when mailing several items of the same class going to the same addressee. You can consolidate mail in large envelopes (flats), boxes, or pouches. Avoid underfilling or overfilling containers. Do not place parcels that might damage other mail in a consolidated container. Consolidated mail, which remains intact while in transit, reduces costs since postage is paid on the total weight of the consolidated container and its contents, rather than separately on each piece within the container. Under the First-Class postage rate structure, the first pound is the most expensive. As weight increases, the cost per pound decreases. Consolidated mailings shall be made when they are cost effective.
  - a. Non-First-Class mail may be combined with First-Class mail only when cost effective.
  - b. A consolidated shipment should be identified as such to ensure the mail is opened and sorted in the addressee's mail center.
2. CG mail clerks should encourage the use of "guard mail" (Standard Forms 65, U.S. Government Messenger Envelope), to transfer correspondence between offices/activities when courier service between those offices/activities is available.

4.E. Addresses.

1. Since the USPS "multiline", high-speed, automated, optical character readers (OCR) now read the total address block, all CG penalty mail should be addressed as follows: (See reference (a), Section 122.)
  - a. Typewritten or machine printed using dark ink, and the entire address should be in upper case letters. For fastest delivery, use office symbols.
  - b. **ALL** punctuation should be omitted except the parentheses required for the routing symbol (within the first two lines of the address) and the hyphen in the ZIP+4 Code.
  - c. Limit the address block to five lines or less.
  - d. It is important that the last two lines (Delivery Address line and the City, State and ZIP+4 line) of an address contain only information as illustrated below. The street address, PO Box number, rural route and box number, etc., must appear on the Delivery Address line. Mail addressed to occupants of multi-unit buildings should include the apartment number, suite, room, etc., immediately after the street address of the building, on the same line. When use of a building name is necessary, it should appear on the line above the Delivery Address line. USPS does not recommend the use of a dual delivery address, i.e., the street name and a PO Box number. Place only the city, state and ZIP+4 on the last line and do not write or mark below the last line of address. All mail addressed to a DoD activity or another CG activity shall contain the ZIP+4 Code. Mail addressed to other federal agencies shall contain either the correct 5-digit ZIP Code or the correct 9-digit ZIP+4 code. The following are examples of proper addresses:

**STANDARDIZED FORMAT**

LINE 1-----ATTENTION LINE

LINE 2-----RECIPIENT LINE

LINE 3-----DELIVERY ADDRESS LINE

LINE 4-----CITY, STATE & ZIP + 4 LINE

4.E.	1.	d.	COMMANDANT (G-TPS) US COAST GUARD 2100 SECOND ST SW WASHINGTON DC 20593-0002	COMMANDER (DTT) 8TH CG DISTRICT 500 CAMP ST NEW ORLEANS LA 70130-3396
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COMMANDANT US COAST GUARD CH MGT PROGRAMS & POLICY 2100 SECOND ST SW WASHINGTON DC 20593-0002	COMMANDER (DT) 7TH CG DISTRICT BRICKELL PLAZA FED BLDG 909 SE FIRST AVE SUITE 745 MIAMI FL 33131-3050
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e. The purpose of an address is to indicate the specific delivery location of a mail piece. Therefore, an address must contain at least the following elements appearing in the following order:

- (1) Line 1 - INFORMATION/ATTENTION LINE - If used, it should be the first line of the address. Place the routing symbol here **or** on the Name of Recipient Line.
- (2) Line 2 - NAME OF RECIPIENT LINE - The name of the CG activity (and routing symbol), business or individual should appear on this line.
- (3) Line 3 - DELIVERY ADDRESS LINE - In addition to the street address, PO Box number, etc., include the following on this line, when applicable:
  - (a) N(North), S(South), NW, SE, etc.
  - (b) Ave(Avenue), St(Street), Apt(Apartment), etc.
- (4) Line 4 - CITY, STATE AND ZIP CODE/ZIP+4 CODE LINE - Put the ZIP Code on the last line next to the city and state. Leave one or two character spaces between the last letter of the state name and the first digit of the ZIP Code. Do not insert a comma between the state and ZIP. (See enclosure (2) for state abbreviations.)

2. Letterhead stationery, penalty envelopes and labels should be modified to reflect the new addresses until existing stock is exhausted.

4.E. 3. The return address must be prepared in the format shown below:

- a. US DEPT OF TRANSPORTATION  
US COAST GUARD  
ACTIVITY NAME (ROUTING/OFFICE SYMBOL)  
CITY STATE AND NINE-DIGIT ZIP CODE

---

Official Business

Penalty for Private Use, \$300

- b. Do not use the "Penalty for Private Use, \$300" statement when postage is prepaid by meter strips or penalty mail stamps (PMS).
4. ZIP+4 is the standard ZIP Code format for the Coast Guard. All mail addressed to another Coast Guard or DOD activity shall contain the ZIP+4 Code in both the delivery address and return address. Also, use the ZIP+4 Code to the maximum extent possible in other federal and civilian delivery addresses.

F. Selection of Mail Class and Marking Mail.

- 1. Reference (a) provides specific guidance about the types of items that may be mailed under each class of mail. The following are brief definitions of classes of mail. (See Table 4-1.)
  - a. Express Mail. (See reference (a), Chapter 2). A service available to mailers for shipment of any mailable matter and provides high-speed, high-reliability service. Five basic service offerings are available: Express Mail Same Day Airport Service (see reference (a), Sec 222); Express Mail Custom Designed Service (see reference (a), Sec 223); Express Mail Next Day Service (see reference (a), Sec 224); Express Mail Second Day Service (see reference (a), Sec 225; and Express Mail Military Service (see reference (a), Sec 226).
  - b. First-Class. (See reference (a), Chapter 3). All mailable matter may be sent as First-Class. Certain items, such as matter in writing or typewriting, bills and statements of account, autograph albums containing writing, printed price lists containing written figures, blank printed forms filled out in writing (e.g., checks, certificates, etc.), must be sent First-Class.



- 4.F. 1. c. Second-Class. (See reference (a), Chapter 4). Postage for all second-class mail includes a pound-rate charge, a piece-rate charge and any reductions for which the mail may qualify. Each piece must also meet the specific eligibility and preparation requirements that apply to the presort level, rate or discount claimed.
- d. Third-Class. (See reference (a), Chapter 6). All mailable matter not mailed or required to be mailed as First-Class, not entered as second-class and less than 16 ounces in weight, can be mailed at the third class rate.
- e. Fourth-Class. (See reference (a), Chapter 7). Fourth-Class mail consists of mailable matter that is not mailed or required to be mailed as First-Class, sixteen ounces or more in weight, and not entered as second-class mail.
- f. Airlift Mail. (See reference (a), Chapter 1, Part 125.15). Parcels of any class paid at surface postage rates not exceeding the weight and size limits (see para 4.F.1.f. (1) & (2) below), are airlifted to, from, or between overseas military post offices outside the 48 contiguous States. These parcels must be marked with the large letters "SAM" (space available mail) on the address side, preferably below the postage and above the name of the addressee. SAM is not authorized on penalty mail.
- (1) When mailed from the 48 contiguous States, the weight and size limits are not more than 15 pounds in weight and not more than 60 inches in length and girth combined; and
- (2) When mailed from an APO or FPO outside the 48 contiguous States, the weight and size limits are not more than 70 pounds in weight and not more than 100 inches in length and girth combined.
- g. Mail sent either third- or fourth-class may qualify for parcel airlift service (PAL), which provides for air transportation on a space-available basis to or from military post offices outside the contiguous 48 States. An additional fee is charged for PAL services (see reference (a), Chapter 9, Part 918). PAL mail may not exceed 30 pounds in weight or 60 inches in length and girth combined. PAL is not authorized for use on penalty mail.

DOMESTIC MAIL CLASSES, ENDORSEMENT, LEVELS OF SERVICE, AND PAGE REFERENCE				
	A	B	C	D
ITEM	CLASSIFICATION	ENDORSEMENT	MODE OF TRANSPORTATION	PAGE REFERENCE
1	Express Mail	Special Label Required	Air	4-8 (DMM Chap 2)
2	First-Class 1 to 11 ozs	First-Class	Air (See Note 1)	4-3; 4-8 (DMM Chap 3)
3	First-Class More than 11 ozs	Priority (See Note 2)	Air (See Note 1)	4-3; 4-8 (DMM Chap 3)
4	Second-Class	Second-Class	Surface	4-9 (DMM Chap 4)
5	Third-Class	Third-Class	Surface	4-9 (DMM Chap 6)
6	Third-Class MOM	Third-Class MOM	Surface and Airlift (see Note 3)	4-9 (DMM Chap 1&6)
7	Fourth-Class	Fourth-Class	Surface	4-9 (DMM Chap 7)
8	Fourth-Class MOM	Fourth-Class MOM	Surface and Airlift (see Note 3)	4-9 (DMM Chap 1&7)

TABLE 4-1

NOTES:

1. These items are covered by the Private Express Statutes.
2. Regardless of service paid, USPS generally moves mail by surface to addresses within 600 miles of point of origin. Third- or Fourth-Class postage with "Special Handling" is considerably cheaper than First-Class or Priority mail and provides preferential handling to the extent practical in dispatch and transportation. (See reference (a), Sec 916.)
3. Military Ordinary Mail (MOM) service is available only on mail addressed to or sent from a MPO.

- 4.F. 2. **All** mail, except standard sized envelopes, should be marked (by the originator) to show the mail class (i.e., First-, Third-, Fourth-Class, etc.). The USPS gives unendorsed mail the lowest class of service. Send all mail weighing four ounces or less at the First-Class rate rather than Third-Class rate.
3. Place the mail class endorsement in the upper right corner, about one-fourth of an inch below the postage or indicia. Endorsements should be 1/4 to 1/2 inch high.
4. Place all markings for special services (registered, certified, etc.) above the address and to the right of the return address (see reference (a)).

G. Business Reply Mail (BRM).

1. General Information.

- a. Business Reply Mail (BRM) is a convenient method for mailers to help ensure they receive replies from individuals by paying postage only on the mail which is returned. Reference (a) states that "...the only permissible use of BRM is for the return of information to a federal agency address for which a BRM permit has been established at the delivery post office." Use BRM only if it is in the best interest of the CG. An example of BRM usage is when there will be a low return rate but the mailer wishes to induce a greater response rate by providing free postage. Do not use BRM:
- (1) If you are requesting a response from other federal agencies or personnel who have penalty postage available to them.
- (2) For outgoing mail unless the BRM was received from another federal agency for response.
- b. The post office will provide you with detailed instructions on how to correctly prepare BRM, and assign a unique ZIP+4 code and barcode for BRM use (see BRM sample at Figure 4-1 and reference (a), Sections 137.276g(2) and 917.4).
- c. BRM envelopes must meet the following requirements:
- (1) Its length must be at least 5 inches and not more than 11 1/2 inches;

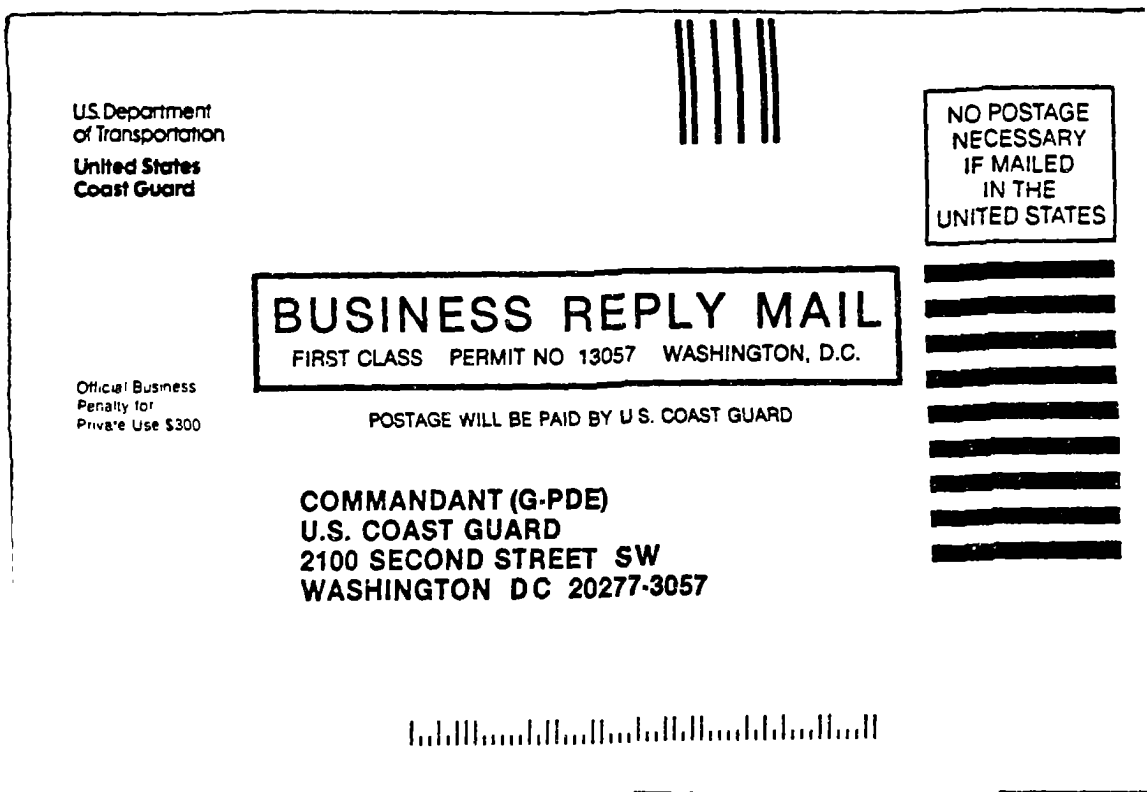


Figure 4-1. Business Reply Mail Sample

- 4.G. 1. c. (2) Its height must be at least 3 1/2 inches and not more than 6 1/8 inches.
- (3) Flag envelopes should be 7 3/8 by 4 3/4 inches.
- d. BRM postcards must meet the following size requirements:
- (1) Its length must be at least 5 inches and not more than 6 inches;
- (2) Its height must be at least 3 1/2 inches and not more than 4 1/4 inches.
2. Print the special and/or recurring message on the reverse of the postcard (e.g., "Yes, please send this information to the name and address below:" or "Please RSVP by July 1, 1992", etc.).
3. All business reply mail is sent by the first-class rate of postage. Since there is a significant price difference between the envelope and postcard rate of postage, the use of postcards is recommended.
4. Business Reply Mail (BRM) shall:
- a. Be addressed to a Coast Guard activity. The activity address, ZIP+4 Code, bar code and facing identification marks (FIM), shall be **preprinted** on all BRM pieces (see reference (a), Sections 137.276g(2) and 917.14).
- b. Be used when an official reply is in the best interest of the Coast Guard.
- c. Be used when a reply is requested from an activity or individual, outside the U.S. Government, who is not required by law to reply.
- d. Not be used to receive responses from other federal agencies or personnel except retired CG personnel and reservists not assigned to a unit. Federal activities can return these items at their agency expense, saving the U.S. Government the applicable accounting fee.
5. Business Reply Mail is charged at the First-Class postage rate plus a per-piece accounting fee. The CG must pay an annual permit and accounting fee for each location using BRM. The CG pays for BRM usage through the U.S. Postal Service's Official Mail Accounting System (OMAS).

- 4.G. 6. Business Reply Mail Permit Number 13057, Washington DC, shall be used by all CG activities for official business reply mail. Since the CG participates in the Business Reply Mail Accounting System (BRMAS), users must make formal application to their servicing post office before they deposit BRM pieces in the mail. Prior to depositing BRM, users are encouraged to provide copies of the BRM piece(s) to the serving post office for approval. The Commandant (G-TPS), maintains the original Postal Service (PS) Form 3614-A, Application for a BPM Permit. See reference (a), Sections 137 and 917, for proper formats and other required information.
7. BRM users shall comply with the following instructions:
- a. Action officers have sole authority to authorize subordinate activities to use BRM. Each authorized activity must be assigned an "Agency Cost Code and Subcode." Use PS Form 3614-A, Application for a BRM Permit. Before sending the application, make sure the Agency Cost Code (209) and Subcode (applicable code from Enclosure (3)) are correct. Enter the Agency Cost Code (which is always "209"), in the applicable block on the application, followed by the Subcode (the appropriate five digits you select from Enclosure (3)).
  - b. Since the USPS charges an annual BRM license fee for each location using BRM, plus a per-piece accounting fee and the appropriate first-class postage, the action officer should limit BRM permits to only those activities that receive at least 1,000 returned pieces annually. Remember, USPS only charges for the number of returned BRM pieces.

H. Merchandise Return Service (MRS).

1. MRS is charged at the appropriate Priority, Third- or Fourth-Class rate plus a per-piece accounting fee.
2. MRS shall not be used unless the USPS assigns a permit number.
3. Do not provide MRS labels to government agencies or personnel who have access to penalty postage. Additionally, if you're loaning an item to someone outside the federal government, don't provide them a MRS label unless the loan is in the best interest of the Coast Guard. If it's in the best interest of the borrower, inform them they must pay the return postage.

4.I. Penalty Permit Imprint Mail.

1. Permit mailings should be used, when cost effective, on large volume mailings of items with a uniform size and weight. See reference (a), Sections 137 and 145, for penalty permit formats and instructions.
2. Permit imprint mail can be used on any class of mail as long as the volume meets USPS requirements. The Coast Guard permit imprint number is G-157. Apply, in advance, at the local post office that accepts such mailings.

## CHAPTER 5. ADMINISTRATIVE AND OPERATING PROCEDURES

A. General. This chapter prescribes administrative requirements and outlines operating procedures for all Coast Guard penalty mail and postal functions.

B. Responsibilities and policies.

1. Area and district commanders, commanders of maintenance and logistics commands, Commander, CG Activities Europe, and unit commanding officers shall appoint, as an additional duty, a command Official Mail Manager (OMM). The OMM should be a commissioned or warrant officer or, when appropriate, a Chief Petty Officer or civilian equivalent. The OMM should have sufficient postal knowledge to answer questions concerning the policies and procedures in this manual.

a. Official Mail Managers shall:

- (1) Manage the postal operations within their area of responsibility to ensure subordinate units comply with DOT, USCG, and USPS policies, as appropriate.
- (2) Ensure subordinate units use penalty mail efficiently and cost effectively.
- (3) Recommend procedural changes to the Coast Guard penalty mail and postal program.

b. Unit/Activity Mail Clerk.

- (1) Action officers shall appoint unit mail clerks to receive and deliver incoming and outgoing penalty mail. The mail clerks occupy a recognized official position and come within the purview of the U.S. Coast Guard and the U.S. Postal Service (USPS) in accomplishing the collection and delivery of penalty mail.
- (2) Action officers shall appoint mail clerks either by letter or by use of DD Form 285, Appointment of Military Postal Clerk, Unit Mail Clerk or Military Postal Clerk. DD Form 285 shall be destroyed by the appointing authority upon revocation.
- (3) Military postal clerks shall meet the following qualifications:
  - (a) Be a U.S. citizen.



- 5.B. 1. b. (3) (b) Have no record of conviction by court-martial or non-judicial punishment for a postal related incident in the last 12 months.
- (c) Have no civil convictions other than minor traffic violations.
- (d) Have no record of derogatory information or unfavorable conduct casting doubt on the individual's trustworthiness and integrity.
- (e) Be evaluated as not having a psychiatric, alcoholic, or drug abuse condition based on a review of personnel and medical records.
- (f) Have not been relieved of postal duties for cause.
- (4) Mail clerks shall:
- (a) Promote efficient and economical mailing practices consistent with the Coast Guard mission and security requirements.
- (b) Establish a mail management information program to review mailing practices for effectiveness and economy. Mail clerks should design this program with locally developed information and postal information available through the local USPS account representative. As a minimum, this information should include:
1. Penalties for private use of penalty mail. (See reference (a)).
  2. Authorized uses of special services (i.e., return receipts, certified, insured and registered mail, etc.).
  3. Requirements for mailing classified information. (See reference (c)).
  4. Use of private carriers (UPS, Airborne, Federal Express, etc.). (See reference (d)).

- 5.B. 1. b. (4) (b) 5. Review penalty mail from other Coast Guard activities for compliance of efficient mail practices. When errors or poor mail practices are noticed, notify the mail activity at the sending location either informally or through official channels.
6. Review all mail products (including forms, Business Reply Mail (BRM) cards and envelopes, etc.), periodically to ensure they meet USPS and USCG requirements.
- (5) Consumer Service Card. Mail Clerks should maintain Postal Service (PS) Form 4314-C, Customer Service Card, for personnel to record complaints, suggestions or compliments concerning the USPS. (For example, if your mail continually arrives late, is missent, etc., the Consumer Service Card is the perfect avenue to communicate with the USPS.)

## CHAPTER 6. DIRECTORY SERVICE

- A. Mail Directory. The amount of directory mail an activity receives is very important since redirecting this mail is very time consuming. Therefore, the significance of obtaining the forwarding address of an individual cannot be overstated. It is also important that departing individuals submit change of address cards to publishers and other correspondents. The time spent directorizing mail has a direct relationship to the proper out processing of an individual.
1. All activities providing personal mail delivery services to authorized personnel shall maintain a mail directory file, using NAVMC Form 10572 or computer listings, of those personnel ordered to and transferred from the activity. Postal directories shall be developed and maintained for processing undeliverable-as-addressed personal mail, and should not be used as a base locator. Action officers may establish area or central directories where desired. Directory files shall include all personnel served including those on temporary duty, those scheduled to arrive, and those permanently departed.
  2. Commands shall provide directory service for all classes of mail. Activities that experience problems with penalty mailers not using correct mailing addresses should report that problem to the activity commanding officer. Problems that cannot be resolved in the command should be forwarded to Commandant (G-TPS) for resolution.
  3. The directory should be arranged alphabetically by last name, in one file, regardless of status or rank.
    - a. Postal directory information shall contain at least the name, grade, organization and mailing address of the member. This information should be entered on NAVMC Form 10572, Mail Directory File Card. Computer listings or electronic storage may be used instead of card files, if all requirements are met. Electronically stored directories need not be filed alphabetically if a search-by-name can be done efficiently. Information for service members who have departed shall include date departed, purge date (see para 6.A.3.b. and c. below), forwarding address, and projected reporting date to new assignment.
    - b. When a member is no longer served by the activity, code the directory card for destruction in 12 months. For instance, if a member departs in Jan 92, code the file for destruction in Feb 93. If the member was assigned temporarily as a projected gain and has been

- 6.A. 3. b. subsequently cancelled, code the directory card for destruction in 3 months (e.g., if the member is a May departure, code the card for Sep destruction).
- c. During the first work week of each month, the directory file shall be screened and all expired cards removed and destroyed.
4. Mail not entitled to directory service.
- a. First-class mail received from one mailer in quantities of 20 or more, addressed insufficiently or wrongly, or contains an obviously incorrect address simply to obtain directory service shall be returned to sender endorsed "Insufficient Address."
- b. Mail received from mailers who continuously mail quantities of less than 20 pieces simply to circumvent this rule, shall also be returned to sender endorsed "Insufficient Address." (Exception: this does not apply to penalty mail from a Federal Agency). Activities experiencing recurring problems with Federal mailers should report these problems to Commandant (G-TPS).
5. Directory mail. Directory mail is mail that cannot be delivered as addressed because of an incomplete or incorrect mailing address. The following procedures shall be completed on each piece of directory mail:
- a. Draw a single diagonal line through the incorrect line(s) of the address.
- b. Make endorsements neat and legible, using the minimum space required. Rubber stamps or gummed labels may be used for endorsements. Make endorsements 1/4 to 1/2 inches high.
- c. Endorsements should be placed on the front of the mail piece, when possible. The initial forwarding address should be placed below and to the right of the original address. After all available space on the front of the mail is used, write "over" on the front and place additional endorsements on the back.
- d. Each piece of mail given directory service shall be backstamped to indicate the date of receipt. If not processed on the date of receipt, the mail clerk shall place the date when forwarded, along with the clerks initials.

- 6.A. 6. Provide priority directory service for General Delivery mail. Endorse each piece showing date received. Do not hold general delivery mail more than 15 days unless information is available indicating the individual's date of arrival. After 15 days, return to sender.
7. Perishable items (e.g., food) that carry a required delivery date (RDD) and cannot be forwarded or returned before spoiling should be disposed of as waste. Destroy or discard as appropriate in the presence of a witness. Notify the sender and addressee, by letter, of this action.

B. Processing Instructions For Undeliverable As Addressed Mail.

1. All priority mail, first- and fourth-class mail, and third-class single piece rate mail indicating forwarding postage is guaranteed, shall be endorsed with a forwarding address (if available), and forwarded to the addressee at no charge for a period of one year. This mail shall be endorsed "Change of Address Due to Official Orders." If the forwarding address is unknown, endorse the mail "Unknown, Return to Sender."
2. Postal cards and postcards are treated as First-Class mail and shall be handled in the prescribed manner.
3. Second-Class Mail. All Second-Class mail is forwarded, at no charge, for a period of 60 days. Endorse each piece "Change of Address Due to Official Orders." (See reference (a), Chapter 4, for disposition of second-class mail received after 60 days.)
4. Third-Class Mail. Since there is a wide variety of forwarding instructions for Third-Class mail, refer to reference (a), Section 691, for disposition instructions.
5. Fourth-Class Mail. Unless endorsed "Do Not Forward, Do Not Return", Fourth-Class mail is forwarded locally for one year. (See reference (a), Section 791, for definition of locally).
6. Hold mail for personnel who are AWOL for 30 days, then:
  - a. Endorse first- and fourth-class mail "Moved, Left No Address" and return to sender. Do not mark this type of mail as "Change of Address Due to Official Orders."
  - b. For disposition of other "Undeliverable As Addressed Mail", refer to reference (a), Section 159.

- 6.B. 7. Provide directory service for voting and balloting material immediately. If undeliverable and a forwarding address is not known, immediately return the material to sender, properly marked.
8. Endorse undeliverable catalogs "Undeliverable as Addressed" and return to the serving post office. Exception: Aboard cutters at sea, remove and destroy the wrapper/label. This also applies to catalogs bearing the endorsement "Return Postage Guaranteed". The catalog may be given to any crew member.
9. Return undeliverable accountable mail and undeliverable mail of obvious value to the serving post office.

C. Mail Disposition For Casualties

1. Under no circumstances shall mail for casualties be returned to sender or forwarded to next of kin until absolute verification is obtained that next of kin have been notified. This mail shall be held as long as necessary to prevent inadvertent disclosure of casualty status before official notification of next of kin. Once next of kin have been notified, the mail shall be returned to sender or forwarded to next of kin, with an authorized endorsement, as follows:
  - a. DECEASED - (When the member has died and next of kin has been notified.)
  - b. PATIENT - (When the member has been hospitalized and the hospital is known.)
2. Action officers shall forward or return to sender, all mail for deceased members, by cover letter. The following samples apply:
  - a. Form letter for returning personal and business correspondence including mail from a member of the deceased's family when the relationship is unknown:

"The enclosed correspondence addressed to (rank/grade/rate, first name, middle initial, last name) is returned. I regret the need to inform you that the service member died on (date)."
  - b. Form letter for returning personal mail to a member of the deceased's family when the relationship is known:

"The enclosed correspondence addressed to your (relationship), the late (name, rank/grade/rate, and branch of service), is returned."

## CHAPTER 7. TRAINING

### A. GENERAL.

1. Over the years the Coast Guard's postal costs have steadily increased. Each postal rate increase will inflate our budget significantly. Also rising yearly are other associated costs for mailing, e.g., private mail carriers, mailing contractors, mail center labor, supplies, space and equipment. In the 1980 Paperwork Reduction Act, Congress reinforced the need for efficient, effective, and economical mail management by all federal agencies. One sure way to help keep our postage costs low, is training - not only training mail clerks, but training the mailer.
2. It is each local mail manager's job to change the thinking of those who drop mail in the typical office "OUT" box, through a simple guidance (training) awareness program. Part of the guidance can be as easy as displaying mail economy posters or as formal as developing a well-illustrated Mail Management Handbook.
3. Encouraging the typical penalty mailer to practice prudence with the mail dollar, is only half the battle. To be an effective manager and produce real savings, the mail manager/clerk must be knowledgeable of mailing procedures. This can be accomplished through attendance at any of the numerous postal training classes, seminars, conferences, and forums, sponsored by the USPS, federal government (DOD, GSA, etc.), and commercial firms. Since many of these classes, forums, conferences, etc., are held nation-wide, contact Commandant (TPS) for training locations and dates. Other ways to keep informed are to:
  - a. Review the publications listed in Chapter 1, paragraphs C. and D., of this manual.
  - b. Subscribe to the many free commercial magazines (Modern Office Technology, Government Executive, etc.), that print various articles concerning mail management.
  - c. Contact the local postal service account representative (every CG activity that processes mail is assigned an account representative), and request any of the free publications the USPS offers (i.e., Postal Addressing Standards (Pub 28), A Guide to Business Mail Preparation (Pub 25), Automation Plan for Business Mailers, etc.).

- 7.A. 3. d. Review the two DOD postal training videos (available through Commandant (G-TPS)):
  - (1) Official Mail - It Isn't Free
  - (2) Managing Your Postal Meter
- e. Join the local Postal Customer Council.

B. Training Opportunities.

- 1. The Department of Defense offers certain mail managers/clerks, due to their need for extensive postal training (e.g., mail clerks at the CG Academy, CG Institute, USCGC Polar Sea and Polar Star, etc.), the opportunity to attend one of the DOD Interservice Postal Training Activity (IPTA) courses, offered at Ft Benjamin Harrison IN:
  - a. Postal Operations Course. A four-week and four day, self-paced course designed for those individuals that sell/cash money orders, sell postage stamps, order postal supplies, process/dispatch accountable mail, etc.
  - b. Postal Supervisor's Course. A mixture of self-paced and instructor presentations, this five week, three day course is designed for senior enlisted personnel and officers who supervise postal operations.
- 2. The USPS offers the following Mail Management Seminars and Postal Forums:
  - a. Approximately 140 professional business seminars are held throughout the year at various locations across the U.S. These one-half, one, and two day seminars are designed to help cut costs and make the mail manager/clerk more knowledgeable and efficient.
  - b. Two Postal Forums are usually held in April/May and August/September. These forums are designed to enhance your knowledge on mail management and usually are four days in length.
- 3. A private meter manufacturer offers a mail management course designed to teach the novice mail manager/clerk the basics of mail classes and rates, acceptance/delivery of mail, special mail services, helpful hints, etc.



- 7.B. 4. The courses listed above must be budgeted and paid for from local funds. Contact Commandant (G-TPS), for class schedules and further information.
5. Other training opportunities. Contact the local postmaster to inquire about joining the local Postal Customer Council.

## CHAPTER 8. PENALTY MAIL STAMPS (PMS), PENALTY STAMPED ENVELOPES, AND PENALTY STAMPED POST CARDS

A. General. Specific procedures regarding use of penalty mail stamps (PMS), stamped envelopes and post cards are located in reference (a), Section 137.275. (The CG has received authorization from the USPS to use PMS, envelopes and post cards.)

1. Normally, PMS, stamped envelopes and post cards are used by activities which generate small amounts of outgoing penalty mail. Activities choosing to PMS shall request authorization from the Commandant (G-TPS), stating the extent to which the unit plans to use PMS. Upon approval, Commandant (G-TPS) will provide the activity with PS Forms 17-G and 17-J (See Figures 8-1 and 8-2).
2. Mail pieces on which PMS is used shall have no other printing or indicia in the upper right corner and bear the complete return address of the activity in the upper left corner. The **preprinted** phrase "Official Business" must appear immediately below the return address.
3. Mail bearing PMS with insufficient postage affixed will be subject to collection of the additional postage due at time of delivery. Mail may be returned to sender for collection of postage due.

B. Ordering procedures.

1. Penalty Mail Stamps. Orders for PMS and penalty stamped post cards must be submitted to the USPS Stamp Distribution Office (SDO) serving the ZIP Code which the stamp stock is to be shipped (see Enclosure (4)), using PS Form 17-G, Penalty Mail Stamp Requisition (See Figure 8-1). Enter the three digit Agency Code number "209" in the appropriate block of Form 17-G, and the five digit subcode you select from Enclosure (3), in the Agency Subcode block.
2. Penalty Stamped Envelopes. Orders for penalty stamped envelopes shall be submitted, using PS Form 17-J, Penalty Mail Printed Stamped Envelope Order (See Figure 8-2), to:

Stamped Envelope Unit  
US Postal Service  
Williamsburg PA 16693-0500



## PENALTY MAIL STAMP REQUISITION

For USPS Use Only

SDO Name	SDO 3-Digit ZIP Code
Shipper	Date
Witness	Date
Register No	

### Instructions

1. Type or print clearly. You are making 3 copies.
2. Minimum dollar value per order is \$50.00. Orders received for less than \$50.00 will have additional coils of stamps added to the order to satisfy the minimum order. Stamps are available only in multiples of 100 except for \$5.00 stamps which are available in multiples of 20. Postal cards are available only in packs of 250. Plain Stamped Envelopes, both regular and window, are available only in full boxes of 500.
3. Enter your name, address, telephone number and name of your Federal Government Department or Agency in the 'Ordered By' Block.
4. Enter in numerics only, the Date of Order, the Agency Code, and the Agency Cost Code in the blocks provided. (Agency Code and Agency Cost Code are special codes you receive from your Headquarters Mail Manager.) The Agency Code must be entered. The Agency Cost Code is optional.
5. Enter the name and complete address of the individual to whom the stamps will be sent in the 'Shipping Label' block.
6. TO ORDER, multiply the number of stamps, coils, packs, or boxes by the denomination or unit price. The total dollar and cents amount for the order must be entered in the 'Requisition Total' column.
7. Keep the pink 'Customer Copy', copy 3, for your records.
8. Mail to: Stamp Distribution Office serving the Ship-To address ZIP Code.

### Ordered By

Name & Title	
Street Address	
City, State, ZIP	
Telephone No. (Include area code)	
Signature	
Department/Agency	
Date of Order	Agency Code
Mo Mo Day Day Yr Yr	
Agency Cost Code	

Item No	No. of Stamps	X	Denomination	=	Dollars	Cents
5550		X	1c	=		
		X		=		
5561		X	4c	=		
5559		X	19c	=		
5560		X	23c	=		
5558		X	\$1.00	=		
5555		X	\$5.00	=		

Item No	No. of Coils	X	Price	=	Dollars	Cents
		X		=		
7768 (15c)		X	\$15.00	=		
7714 (29c)		X	\$29.00	=		
		X		=		
		X		=		

Item No	No. of Packs	X	Price	=	Dollars	Cents
2254 (19c)		X	\$47.50	=		
		X		=		

Item No	No. of Boxes	X	Price	=	Dollars	Cents
2111 (#10, 29c Regular)		X	\$156.00	=		
		X		=		
2117 (#10, 29c Window)		X	\$157.00	=		
		X		=		

REQUISITION TOTAL

Press Hard—This Is Your Shipping Label

Name & Title	
Office/Unit	
Street Address	
City, State	Ship To ZIP Code

PS Form 17-G, August 1991

Figure 8-1

## Penalty Mail Printed Stamped Envelope Order

Enter your agency's three-digit code. Enter a Cost Code if your agency requires you to do so. Contact your agency's mail manager to obtain these codes.		1. Agency Code		2. Agency Cost Code					
Enter the date of order and ZIP + 4 Code. NOTE: the ZIP + 4 Code must be identical to the ZIP Code printed in the return address.		3. Date of Order		4. Return ZIP Code					
		Month	Date	Year					
<b>5. Ordering Information</b>									
Name				Agency/Department Name					
Title				Street Address					
Signature				City, State, & ZIP + 4					
				Telephone Number (Include Area Code)					
<b>6. Order</b>									
NOTE: Envelopes are available ONLY in boxes of 500.  Multiply the prices in column f, by the quantities in column e, & enter the results in column g.  Add the quantities in column g to obtain the total of your order.		a	b	c	d	e	f		g
		Style	Size No	Denom-ination	Item No	Number of Boxes	Price per Box of 500		Cost
		Regular	10	\$.29	2111	x	\$160.00		= \$
		Window	10	\$.29	2117	x	\$161.00		= \$
<b>Total</b>		<div style="border-bottom: 1px solid black; width: 100%;"></div>						\$	
<b>7. Printing Information</b>					<b>8. Shipping Address</b>				
TYPE or PRINT the return address EXACTLY as you want it to appear on the envelope. Include ZIP + 4 Code. ● the return address must not exceed seven lines NOTE: ● no line can exceed 47 characters in length (including spaces) ● You may attach a sample or facsimile address					Complete this section ONLY if envelopes are to be shipped to an address other than that listed in Item 7. The shipping address must not exceed four lines				
					<b>9. Other</b> NOTE: Retain Customer Copy as your record of order Send SEU STAMPED ENVELOPE UNIT Copy to: UNITED STATES POSTAL SERVICE WILLIAMSBURG PA 16693-0500				

Figure 8-2

- 8.B. 2. Penalty stamped envelopes may be ordered plain or printed (with your return address). Enter the three digit Agency Code number "209" in the appropriate block of Form 17-J, and the five digit subcode you select from Enclosure (3), in the Agency Subcode block.
3. Orders should be restricted to once per quarter and each order must total at least \$50.
- C. Exchanges. Mistakes made by an SDO in shipping the wrong items or shipping damaged, defective, or otherwise unserviceable stamps may be corrected by the SDO. Otherwise, these items are non-returnable.
- D. Security. Upon receipt of PMS, stamped envelopes and post cards, the receiving activity shall inventory the items, sign and return the receipt to the SDO. The unit shall maintain a simple log, or use PS Form 3295, Daily Record of Stamp Stock, to show accountability of these items. PMS, stamped envelopes and post cards shall be secured overnight in a locked cabinet, desk, or other suitable container. Overnight storage in a safe is not necessary. Security of postage meters will be included in Chapter 9.

## CHAPTER 9. PENALTY POSTAGE METERS

### A. Definition.

1. Standard Penalty Indicia. The indicia is simply a substitute for stamps. The Coast Guard standard penalty indicia consists of the USPS Eagle, the phrase "Postage and Fees Paid, U.S. Coast Guard, and DOT-514." It is located in the upper right corner of an envelope, label, or other mailing device.
2. Official Penalty Postage Meters. Penalty meters have a special penalty design inscribed with the penalty statement "Official Business, Penalty for Private Use \$300." This warning is printed on the meter tape by the postage meter. Postage meters must be licensed through the U.S. Postal Service (USPS). A basic general use postage metering system consists of at least three functional parts that may or may not be housed separately. They are:
  - a. Postage meter (or meter head). The two basic types of meters are electronic and manual. Postage meters can not be owned, only rented.
  - b. Mailing machine. The mailing machine supports the meter and guides the mail into the correct position for application of postage. A mailing machine may be rented or purchased.
  - c. Scales. The two types of scales are mechanical and electronic. Scales may be rented or leased.
3. Penalty Mail Stamps, Penalty Mail Stamped Envelopes, and Penalty Mail Post Cards. See Chapter 8.

- ### B. Background.
- In the 27 November 1992 issue of the Federal Register, the USPS published its final rule to (1) eliminate standard penalty indicia; and, (2) mandate all federal agencies convert to direct accountability by 1 October 1993. The USPS granted the Coast Guard a one year extension from 1 October 1993 to 30 September 1994. The primary reason for this conversion is to ensure accurate postage reimbursement. In most cases, statistics from other agencies that have already converted report postage and other savings.

CH-1

## ENCLOSURE (2) TO COMDTNOTE 5110

- B. These reductions come through increased use of discount services, more accurate determination of postage, and greater awareness of postage costs by personnel who make mailing decisions.
- C. Penalty Mail Stamps. Penalty Mail Stamps (PMS) are adhesive type stamps that are affixed in the upper right corner of the address side of the mail piece (see Figure 9-1). All PMS bear the phrases, "Penalty For Private Use \$300" and "Official Mail USA", indicating that there is a penalty for unauthorized use of the stamps and serve as effective deterrents to prevent unauthorized use. See Chapter 8 for PMS ordering procedures and additional security measures.
- D. Penalty Mail Envelopes and Penalty Mail Labels. Effective immediately, Coast Guard activities should not keep more than a 12 month stock of penalty indicia envelopes and labels on hand. Envelopes used with a penalty postage meter **shall not** contain:
1. Facing identification marks (FIM) (the vertical barcode lines across the top right edge of an envelope).
  2. Printing other than the postal meter indicia in the area where the meter stamp (impression) is applied. However, do not destroy any remaining standard penalty envelopes since the USPS has authorized agencies to use existing supplies through 30 September 1994. Use existing indicia envelopes by placing a penalty meter tape or impression over the indicia. You may also use surplus indicia envelopes with the penalty mail stamp. Affix the stamp so it completely covers the postal emblem and the agency code (DOT-514).
- E. Penalty Mail Stamped Envelopes. These envelopes are ordered with an official mail stamp embossed in the upper right corner. The complete return address must appear in the upper left corner of the envelope along with the **preprinted** words "Official Business" and "Penalty for Private Use \$300" (see Figure 9-2). See Chapter 8 for envelope ordering procedures and security measures.
- F. Penalty Postage Meters. Postage meters cannot be owned. They must be rented from one of the four USPS authorized manufacturers (see Ref (a), Sec 144).

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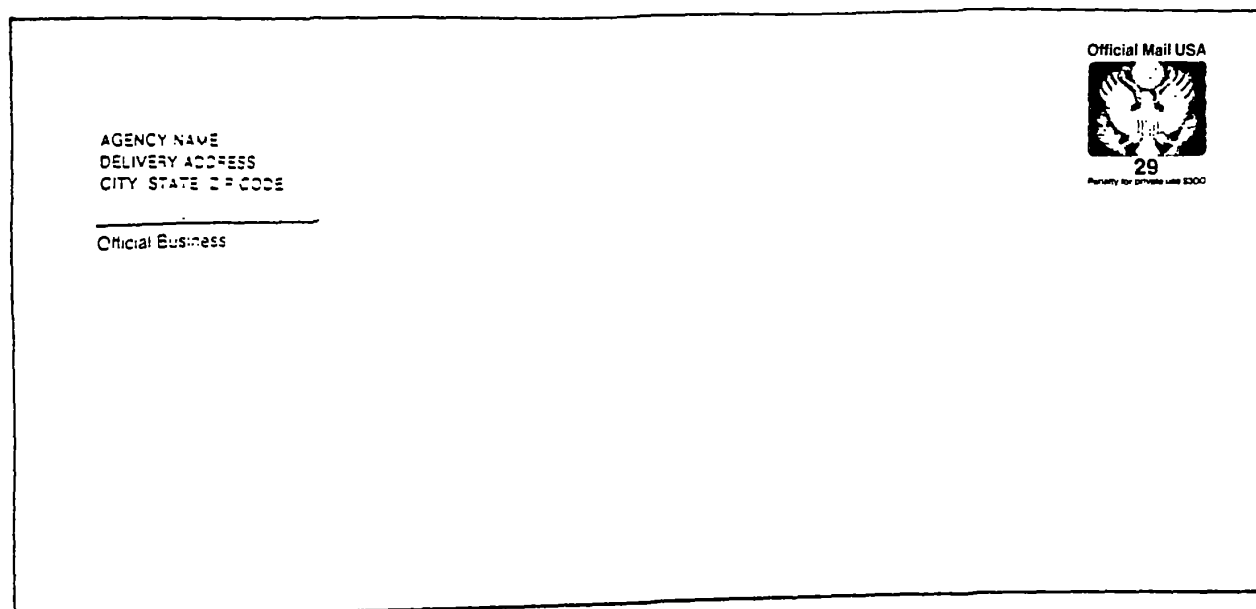


Figure 9-1

Penalty Mail Stamp Format

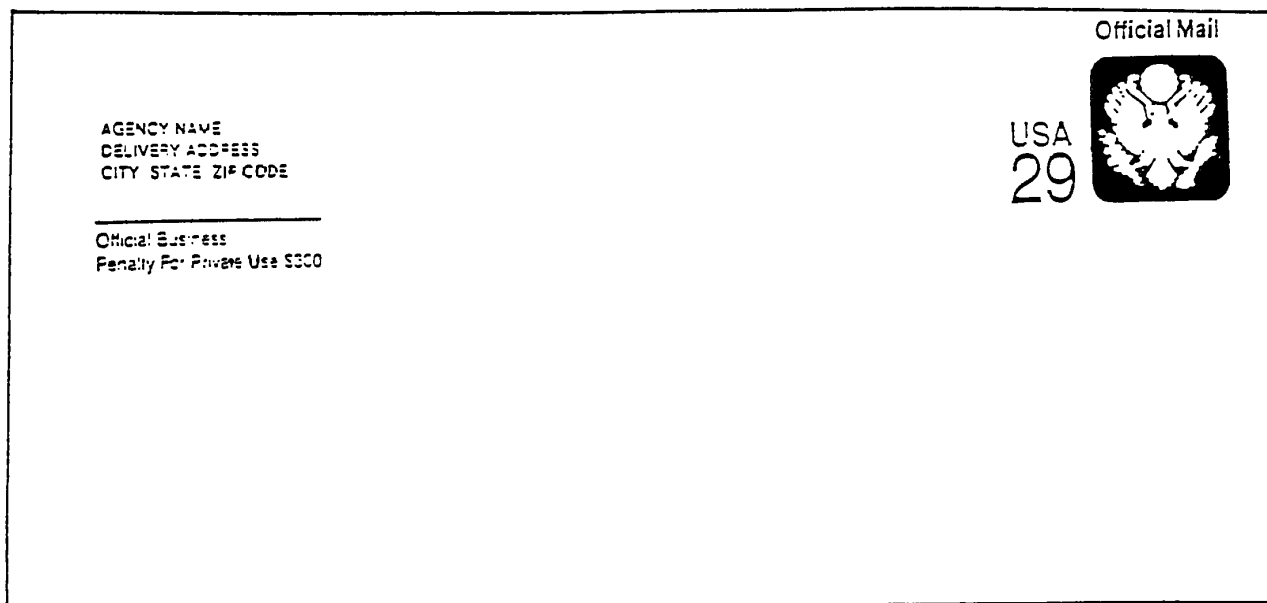


Figure 9-2

Penalty Mail Stamped Envelope Format

CH-1



# ENCLOSURE (2) TO COMDTNOTE 5110

ENCLOSURE (2)

U.S. Postal Service APPLICATION FOR A POSTAGE METER LICENSE		
<i>APPLICANT: File at office where mailings will be made. (Part 111 Domestic Mail Manual)</i>		
Name of Applicant (Print or type) <b>1</b>	Applicant Telephone No. <b>2</b>	
Address of Applicant (Street, City, State, ZIP Code) (Print or type) <b>3</b>	Federal Agency Code <b>4</b> Sub Code	
Meter to be set at (Main office, station, or branch) <b>5</b>	Setting Location ZIP Code <b>6</b>	
Signature of Applicant <b>7</b>	Date <b>8</b>	
TO BE COMPLETED BY POSTMASTER (Retain application in your file. After application has been approved, deliver authorization to license holder.)	License Number	Date of Issuance

U.S. Postal Service LICENSE TO USE POSTAGE METERS		
You are authorized to pay postage on any class of mail by printing meter stamps with postage meters, subject to all conditions applying to the various classes of mail.		
Post Office <b>9</b>	Date	License No.
Name of License Holder (Address, City, State and ZIP Code)		
_____ Signature of Postmaster		

PS Form 3601-A

1. Name of the person and/or organization applying for the postage meter license.
2. Telephone number (including area code) where you can be reached.
3. Complete address of person and/or organization applying for the permit.
4. Enter your federal agency code and sub code.
5. Post Office where meter will be set.
6. Enter the ZIP code of the office where you will take your meter to be set.
7. Signature of the person applying for the license.
8. Date of application.
9. This entire portion will be completed and delivered to the applicant as official notification of approval.

Figure 9-3

CH-1

## ENCLOSURE (2) TO COMDTNOTE 5110

- F. 1. License. A postage meter license may be obtained by submitting Postal Service (PS) Form 3601-A, Application for a Postage Meter License, to the servicing post office (see Figure 9-3). The Form 3601-A must include the CG 3-digit agency code "**209**" and the 5-digit activity subcode (see Enclosure 3) on the license application. Agencies shall control the numerical sequence of subcodes assigned to additional postage meters. When a meter is removed from service and is not replaced, cancel the license through the post office where that meter is set. (See Reference (a), Section 144.2.)
2. Meter Setting and Payments. The USPS requests that meters be set (i.e., money added to the meter) at least once per quarter. This does not preclude an activity from additional settings in the quarter, if required. To initially set a meter, an activity determines their approximate amount of **outgoing** mail, per quarter, then computes the cost. Using that figure, set your meter. Meters should be set in multiples of \$100.
- a. Most CG meters are capable of being set by telephone. The meter manufacturer will explain this process when the meter is installed.
- b. Set your meter when necessary but only when your balance is near zero. It is imperative that you not set the meter with an excessive amount of money at the end of a quarter, especially the end of the fourth quarter. The USPS will not reduce the amount of postage remaining on a meter at the end of the fourth quarter. Any postage remaining on the meter is good for the next quarter or fiscal year. It is very important to carry over as little as possible past 30 September. High dollar settings towards the end of the fourth quarter makes our first quarter expenditures look too low and may cause funding to be reduced for the rest of the year.
3. Accounting Responsibilities.
- a. Individuals operating metering equipment will provide proper care and protection of the equipment. To do this, a meter operator will:

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ENCLOSURE (2) TO COMDTNOTE 5110

- F. 3 a. 1. Allow no one, except USPS officials, to break the seal placed on a postage meter. Breaking or tampering with this seal is a postal offense punishable under the Uniform Code of Military Justice.
2. Ensure unauthorized persons do not use the metering equipment, and that the equipment only processes official mail.
3. Keep areas under the equipment free of dirt, and check for mail that may have slipped underneath the equipment.
4. Ensure that the meter is locked when not in use. At the end of each duty day, or when temporarily absent from the mail center, remove the locked meter head and place it in a safe or locked cabinet.
- G. Operation of Meters. Each meter is equipped with a locking device. A key is required to unlock the meter-operating lever.
1. Custody of Meter Keys and Duplicates. Activities will maintain accurate custody records of meter keys. At the end of each duty day the mail center supervisor will secure the meter key in a safe or other secure location. Keep duplicate keys in an envelope or in PS Form 3977, Duplicate Key Inventory, and place them in a safe or other secure area. Verify the keys semiannually by placing the date and initials of the verifying official on the back of the unopened envelope or on the designated line on Form 3977.
2. Daily Record of Meter Register Readings. Use PS Form 3602-A, Daily Record of Meter Register Readings.
- a. When setting or resetting the meter, add the amounts appearing in the ascending and descending register before the meter is used. The resulting sum becomes a control number. At the close of business each day add the two registers. If their sum is not the same as the control number, the meter may have malfunctioned. Contact the serving vendor before using the meter.

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ENCLOSURE (2) TO COMDTNOTE 5110

- G. 2. b. To determine the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading of the previous day.
3. Spoiled or Incorrect Meter Postage.
- a. Requests for refunds will be submitted when authorized. Reference (a), Section 147, explains the conditions and procedures.
- b. Equipment malfunctions causing spoiled meter postage will be immediately reported to the manufacture's representative.
4. Equipment Operation.
- a. All personnel involved in mail processing will receive detailed instructions from the vendor when the new metering equipment is installed. During initial use, do not hesitate to call the service representative when questions arise. Coast Guard cutters with postage metering systems are authorized to maintain a 90-day stock of Penalty Mail Stamps for use if equipment fails while away from home port or in a foreign country.
- b. Prior to using the scale, perform a daily accuracy check by weighing an object of known weight.
5. Equipment Failure.
- a. All new equipment is covered by a maintenance contract.
- b. Immediately report failures of meters, mailing machines, scales, etc., to the service representative.
- c. Do not tamper with the postage meter under any circumstances.
- H. Metered Mail Preparation. The meter imprint acts as a postmark and allows mail to skip the cancelling process at the post office; so, be sure that it is clear, clean and dated correctly.

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- H. 1. Preparing and Metering Letter Mail.
- a. All addresses must face the same way. Large volumes should be trayed. The USPS provides trays and similar items free of charge.
  - b. Ensure that correspondence is actually in the envelope before weighing or metering, and that an address with a 9-digit ZIP code is on the envelope.
  - c. Separate letter mail by envelope size (long and short).
  - d. Separate envelopes by mail class (e.g., First Class, Third Class, etc.).
  - e. Weigh envelopes. (See USPS Poster 103/Notice 59, Postage Rates, Fees, and Information, for the correct fee required for special postal services.)
  - f. At this point, if you are using penalty stamps, you must determine the total cost by adding the postage and fees, otherwise, the postage meter will automatically determine these costs.
2. Preparing Flats. (A flat is a piece of First- or Third-Class mail too large to be distributed in a regular letter size envelope.)
- a. Follow all the steps above for preparing envelopes.
  - b. All lightweight flats, whether First- or Third-Class, under 1 ounce, are nonstandard and cost extra due to a USPS surcharge. Consult reference (a), sections 353 and 613. Fold material in lightweight flats to fit in a regular envelope, if possible.
  - c. Mark all flats weighing under four ounces "First-Class", since the cost is the same for Third-Class.
3. Metering Official Parcels and Heavy Flats.
- a. Ensure that parcels/heavy flats are properly packed, wrapped and addressed with the 9-digit ZIP code.
  - b. Endorse the item with the desired class of service.

## ENCLOSURE (2) TO COMDTNOTE 5110

- H. 3. c. Weigh and determine postage charges. For delivery of parcels within the U.S., not containing First-Class material, compare postage charges with the current GSA express delivery contractors shipping charges. Use the most economical service. Use USPS Poster 103/USPS Notice 59 to verify all postage costs.

### I. Meter Security.

- 1. Meters. Remove the meter and place it in a locked safe or file cabinet in a secure room overnight and any other time the operator is temporarily absent and adequate surveillance cannot be maintained to prevent unauthorized use of the meter.
  - a. If it is impractical to remove the meter due to the mechanical construction of the system, then lock the meter, remove the power cord, and secure the key and power cord in a locked safe or file cabinet in a secure room.
  - b. Immediately report the loss, theft and recovery of a lost or stolen meter to the local post office, the equipment vendor, and through command channels to the Commandant (G-TPS). Reports shall include the meter make, model, and serial number; the date, location, the details of the loss, theft, or recovery; and a copy of the police report when applicable.
- 2. Meter Key(s). The U.S. Coast Guard is not authorized to have a copy of the key to open and reset the meter. Any activity receiving such keys shall immediately give them to the post office setting the meter. (Exception – The Custodian of Postal Effects (COPE) aboard cutters with metering equipment assigned shall follow the instructions contained in Chapter 6, Reference (b).)
- 3. Operating Key(s).
  - a. One key is required to unlock the meter and must be used each day the machine is operated. This key will be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator. During non-duty hours the key and meter will be stored in a locked safe or file cabinet in a secure room.

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- I. 3. b. Duplicate keys, when provided, will be stored in a sealed envelope in a locked file cabinet or safe (see para G.1).
- J. CG Form 5561 (Test), Consolidated Official Mail Report (RCN-5110-1). At the end of each fiscal quarter, the mail center supervisor will complete CG Form 5561 (Test) and forward it to the command Official Mail Manager (OMM) (see Figure 9-4). The command OMM will establish a suspense date to ensure subordinate units quarterly reports arrive in sufficient time to meet the G-TPS suspense. The command OMM shall review and consolidate the data from each units Consolidated Official Mail Report and submit one consolidated report, on CG Form 5561 (Test), to Commandant (G-TPS), NLT 30 days after the end of each quarter. This information verifies USPS reimbursement requests. This report will be automated prior to CG-wide conversion to direct accountability. Local reproduction of the form is authorized.
- K. Audit and Control of USPS Penalty Mail Stamps (PMS). U.S. Postal Service (USPS) penalty mail stamp stock is intended for use by small volume mailers with outgoing mail volume too low to justify postage meters. All unit mail clerks and supervisors should become familiar with the command resources protection program. A goal of any resources protection program is to safeguard property by reducing the opportunity for theft by making a potential target inaccessible or unattractive. Since USPS penalty mail stamp stock is an administrative resource, commanders, commanding officers, supervisory personnel and unit mail clerks are all responsible for preventing their pilferage and misuse.
  - 1. Audits and Inspections. Audits and inspections are management tools designed to ensure established policies and procedures are being met. Each commander/officer in charge is responsible for establishing their own inspection program.
  - 2. Order Stamp Stock on a Quarterly Basis. At no time should small volume mailers' penalty mail stamp inventory exceed a 90-day supply. At a minimum commanding officers and officers-in-charge shall:

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ENCLOSURE (2) TO COMDTNOTE 5110

- K. 2. a. Ensure audits of stamp stock is conducted at unscheduled and unannounced times, at least quarterly, by reviewing the unit stamp inventory log or PS Form 3295, Daily Record of Stamp Stock (see Chapter 8, para D.).
  - b. Appoint, in writing, an unbiased officer, Chief Petty Officer (E-7 or above) or civilian equivalent, to conduct the audit. At small units, if the grade requirement cannot be met, the commanding officer/OinC shall use their own judgement and appoint the senior individual to conduct audits.
  - c. Maintain a record of audits.
  - d. Ensure that the responsible individual immediately replaces shortages. When individuals refuse to make voluntary restitution, ensure appropriate action is taken to determine pecuniary liability to effect collection.
  - e. Ensure supervisors issue stock to only one person at a time.
  - f. Ensure the mail center supervisor completes the stamp log or PS Form 3295 each time stock is issued or received. (Complete a separate Form 3295 for each stamp denomination.)
- 3. See the Domestic Mail Manual (DMM) Part 147 to redeem damaged stock.
- 4. Store stamp stock separately from classified material and registered and certified mail. You may store stamp stock in the same container as you store your meter heads.
- L. Property Accountability. Account for all postage metering equipment on the property records of the using activity.
- M. Supplies and Services. These generally consist of meter tapes, ink roller cartridges and meter leases. Contact your meter manufacturer for these supplies.

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ENCLOSURE (2) TO COMDTNOTE 5110

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TERMS AND ABBREVIATIONS

**Accountable Mail.**

USPS numbered insured, certified, or registered mail.

**Activity.**

Any CG organization such as headquarters, districts, cutters, stations, etc.

**Business Reply Mail.**

A method whereby a business reply permit holder may authorize individuals and activities to send First-Class matter to the permit holder and have the postage and fees paid by the permit holder.

**Certificate of Mailing.**

A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not necessary.

**Certified Mail.**

A postal service available on any mailable matter sent as First-Class or Priority mail. It provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail. If lost, it cannot be traced.

**Consolidated Mail.**

Two or more pieces of mail placed in one container for direct mailing to one addressee or one installation.

**Direct Accountability.**

A system for paying actual postage costs through the use of penalty mail stamps, penalty meters, permit imprints, and other methods that require a statement of mailing.

**Express Mail.**

The class of mail afforded the highest priority in handling and provides highly reliable service.

**First-Class Mail.**

A class of mail sealed against inspection and covered by the Private Express Statutes. Any mailable material may be sent as First-Class or Priority mail if the sender pays the proper amount of First-Class postage. Certain types of mailable matter must be sent as First-Class. See reference (a) if in doubt.

**Fourth-Class Mail.**

Mailable matter weighing sixteen ounces or more, not mailed or required to be mailed as First-Class, and not mailed as Second-Class.

## ENCLOSURE (1) TO COMDTINST M5110.1

### **Franked Mail.**

Penalty mail sent by Members of Congress without prepayment of postage and bears the written signature, printed facsimile signature, or other required marking instead of a postage stamp. The term "franked mail" is mistakenly used to describe penalty indicia mail (see Penalty Indicia).

### **Indicium.**

The indicium consists of the postal emblem (the Eagle) and the words "U.S. Mail," located 3/8 inch from the top edge of the mail piece.

### **Insured Mail.**

A postal service available only on Third- or Fourth-Class mail, or mail containing Third- or Fourth-Class matter sent at the First-Class or Priority rate. Numbered insured mail service provides a receipt to the sender and a record of delivery at the post office of delivery. A record is not kept at the post office where mailed. Penalty mail is not normally insured.

### **International Mail.**

Mail addressed to an address in another country (a non-FPO/APO address).

### **Letter-Size Mail.**

Mail which is at least 3 1/2 inches by 5 inches and not larger than 6 1/8 inches by 11 1/2 inches.

### **Mail.**

A postal term. To qualify as mail, an item must:

- a. Be legally mailable in size, weight, and content.
- b. Show that postage has or will be paid. Postage includes stamps, meter imprint, standard indicia and permit imprint.
- c. Be accepted into the domestic, military, or international postal system or deposited into an authorized receptacle.

### **Markings.**

Inscriptions placed on pieces of mail to denote a mail class or special postal service.

### **Merchandise Return Service.**

A method whereby a merchandise return permit holder may authorize individuals and organizations to send parcels at the appropriate Priority, Third- or Fourth-Class rate to the permit holder and have the postage and fees paid by the permit holder.

**Metered Mail.**

A piece of mail on which the amount of postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been applied.

**Military Ordinary Mail (MOM).**

Penalty mail posted at Second-Class requester publication rate, or Third- or Fourth-Class postage rates, which must have faster than sealift transportation service to, from, and between overseas points., but does not require premium priority service. It is moved by surface transportation in the US and by air on overseas portions of its trip. It provides cheaper postage than Priority Mail. Delivery time to any Military Post Office (MPO) may be almost as fast as Priority mail and rarely exceeds 21 days.

**Military Post Office (MPO).**

A US post office operated by the military.

**Nonstandard Mail.**

First- and Third-Class mail weighing one oz or less that:

- a. Exceeds any of the following:
  - (1) Height - 6 1/8"
  - (2) Length - 11 1/2"
  - (3) Thickness - 1/4"
- b. Requires payment of a surcharge.

**Official Mail.**

Official matter mailed as penalty mail or on which the postage and fees have been prepaid.

**Official Matter.**

Any item belonging to or exclusively pertaining to the business of the government.

**Parcel Air Lift Mail.**

Special postal services for parcels and Second-Class publications mailed to military personnel overseas. It is not authorized for use on penalty mail.

**Penalty Indicia.**

The indicium must be printed and must consist of the postal emblem. In addition, immediately below the postal emblem, the words "Penalty for Private Use \$300," the name of the agency, and the agency code number, must appear.

## ENCLOSURE (1) TO COMDTINST M5110.1

### **Penalty Mail.**

Penalty mail on which the postage and fees are paid by either standard penalty indicia, penalty permit imprint, penalty metered indicia, penalty business reply and merchandise return indicia.

### **Penalty Permit Imprint.**

Mail with imprinted indicia in lieu of a stamp or postage meter imprint showing postage paid by the sender.

### **Penalty Mail Stamp (PMS).**

USPS adhesive stamps bearing the words "Official Mail USA" and "Penalty For Private Use \$300" for use by government agencies. Stamped stationary (plain stamped envelopes, printed stamped envelopes, and postal cards) is also included.

### **Prepaid Postage.**

All forms of postage except penalty mail.

### **Priority Mail.**

First-Class mail weighing more than 11 ounces.

### **Private Express Statutes.**

A group of Federal statutes giving the USPS the exclusive right, with certain exceptions, to carry letters for others. They are based on the provision in the U.S. Constitution authorizing Congress to "establish Post Offices and post roads." (See Title 39, USC, Sections 401, 404, 601-606; Title 18, USC, Sections 1693-1699; and Title 39, Code of Federal Regulations, Sections 310 and 320 for complete definitions and suspensions.)

### **Registered Mail.**

The most secure service the USPS offers. It incorporates a system of receipts to monitor mail movement from the point of acceptance to delivery.

### **Required Delivery Date.**

The date by which mail must reach its addressee.

### **Restricted Delivery.**

A service by which a mailer may direct delivery only to the addressee or to an agent of the addressee specifically authorized in writing by the addressee to receive his or her mail.

### **Return Receipt.**

A postal service available only on registered, certified, or numbered insured mail. USPS return receipts show to whom and when mail is delivered and is used only when the mailer must have proof of delivery or date of delivery.

**Second-Class Mail.**

The class of mail for printed periodical publications including newspapers and requester publications.

**Space Available Mail.**

A special postal service for parcels and Second-Class publications mailed to military personnel overseas. It is not authorized for use on penalty mail.

**Surcharge.**

Fees charged in addition to the normal postage on nonstandard mail.

**Third-Class Mail.**

Matter that is:

- a. Not mailed or required to be mailed as First-Class mail.
- b. Not mailed as Second-Class mail.
- c. Weighing less than 16 ounces.

**ZIP.**

Zoning Improvement Plan

**ZIP Code.**

A five or nine digit numeric code the USPS uses to expedite distribution and to route mail. ZIP Codes on penalty CG mail are mandatory.

ENCLOSURE (2) TO COMDTINST M5110.1

TWO LETTER STATE AND POSSESSION ABBREVIATIONS

ALABAMA	AL	MISSOURI	MO
ALASKA	AK	MONTANA	MT
ARIZONA	AZ	NEBRASKA	NE
ARKANSAS	AR	NEVADA	NV
AMERICAN SAMOA	AS	NEW HAMPSHIRE	NH
CALIFORNIA	CA	NEW JERSEY	NJ
COLORADO	CO	NEW MEXICO	NM
CONNECTICUT	CT	NEW YORK	NY
DELAWARE	DE	NORTH CAROLINA	NC
DISTRICT OF COLUMBIA	DC	NORTH DAKOTA	ND
FEDERAL STATES OF MICRONESIA	FM	OHIO	OH
FLORIDA	FL	OKLAHOMA	OK
GEORGIA	GA	OREGON	OR
GUAM	GU	PALAU	PW
HAWAII	HI	PENNSYLVANIA	PA
IDAHO	ID	PUERTO RICO	PR
ILLINOIS	IL	RHODE ISLAND	RI
INDIANA	IN	SOUTH CAROLINA	SC
IOWA	IA	SOUTH DAKOTA	SD
KANSAS	KS	TENNESSEE	TN
KENTUCKY	KY	TEXAS	TX
LOUISIANA	LA	UTAH	UT
MAINE	ME	VERMONT	VT
MARSHALL ISLANDS	MH	VIRGINIA	VA
MARYLAND	MD	VIRGIN ISLANDS	VI
MASSACHUSETTS	MA	WASHINGTON	WA
MICHIGAN	MI	WEST VIRGINIA	WV
MINNESOTA	MN	WISCONSIN	WI
MISSISSIPPI	MS	WYOMING	WY



ENCLOSURE (3) TO COMDTINST M5110.1  
BUSINESS REPLY MAIL REPORTING CODES

	<u>AGENCY CODE</u>	<u>AGENCY SUB-CODE</u>
HEADQUARTERS	209	00001
ATLANTIC AREA	209	00010
MLC ATLANTIC	209	00020
OPERATIONS SYSTEM CENTER	209	00030
FIRST CG DISTRICT	209	10000
SECOND CG DISTRICT	209	20000
FIFTH CG DISTRICT	209	50000
SEVENTH CG DISTRICT	209	70000
EIGHTH CG DISTRICT	209	80000
NINTH CG DISTRICT	209	90000
PACIFIC AREA	209	00040
MLC PACIFIC	209	00050
ELEVENTH CG DISTRICT	209	11000
THIRTEENTH CG DISTRICT	209	13000
FOURTEENTH CG DISTRICT	209	14000
SEVENTEENTH CG DISTRICT	209	17000
CG ACADEMY	209	00060
CG YARD	209	00070
SUPPLY CENTER BALTIMORE	209	00080
TRAINING CENTER CAPE MAY	209	00090
TRAINING CENTER PETALUMA	209	00110
SUPPLY CENTER BROOKLYN	209	00120

ENCLOSURE (3) TO COMDTINST M5110.1

	<u>AGENCY CODE</u>	<u>AGENCY SUB-CODE</u>
CG INSTITUTE	209	00130
AIRCRAFT REPAIR AND SUPPLY CENTER	209	00140
AVIATION TRAINING CENTER	209	00150
INFORMATION SYSTEMS CENTER	209	00160
OMEGA NAVIGATION SYSTEM CENTER	209	00170
RESERVE TRAINING CENTER	209	00180
RESEARCH AND DEVELOPMENT CENTER	209	00190
ACTIVITIES EUROPE	209	00210
ELECTRONICS ENGINEERING CENTER	209	00220
FINANCE CENTER	209	00230
PAY AND PERSONNEL CENTER	209	00240
COMDAC SUPPORT FACILITY	209	00250
MARINE SAFETY CENTER	209	00260
OTHER	209	30000

(Units assigned/attached to another CG location, using the same post office are authorized to use the same BRM license. This will save the CG the cost of funding two or more licenses at the same location.)

**PENALTY MAIL STAMP DISTRIBUTION OFFICE**

<b><u>SHIP TO ZIP</u></b>	<b><u>ORDER FROM</u></b>
<b>(First 3 Digits)</b>	<b>STAMP DISTRIBUTION OFFICE UNITES STATES POSTAL SERVICE</b>
004-005	JAMES A FARLEY BLDG RM 3129 NEW YORK NY 10199-9615
006-009	BOX 3367 SAN JUAN PR 00936-9998
010-026	25 DORCHESTER AVE BOSTON MA 02205-9612
027-029	MPO 24 CORLISS ST PROVIDENCE RI 02904-9996
030-035	955 GOFFS FALLS RD MANCHESTER NH 03103-9608
036-037	SYKES AVE WHITE RIVER JUNCTION VT 05001-9996
038-039	955 GOFFS FALLS RD MANCHESTER NH 03103-9608
040-049	125 FOREST AVE PORTLAND ME 04101-9604
050-054	SYKES AVE WHITE RIVER JUNCTION VT 05001-9996
055	25 DORCHESTER AVE BOSTON MA 02205-9612
056-059	SYKES AVE WHITE RIVER JUNCTION VT 05001-9996
060-069	141 WESTON ST HARTFORD CT 06101-9610
070-079	ROOM B113 NEWARK NJ 07102-9608

ENCLOSURE (4) TO COMDTINST M5110.1

<b><u>SHIP TO ZIP</u></b> <b>(FIRST 3 DIGITS)</b>	<b><u>ORDER FROM</u></b> <b>STAMP DISTRIBUTION OFFICE</b> <b>UNITES STATES POSTAL SERVICE</b>
080-087	BENIGNO BLVD & HAAG AVE BELLMAWR NJ 08031-9996
088-089	ROOM B113 NEWARK NJ 07102-9608
090-098 & 100-129	JAMES A FARLEY BLDG RM 3129 NEW YORK NY 10199-9615
130-149	1335 JEFFERSON RD ROCHESTER NY 14692-9616
150-168	1001 CALIFORNIA AVE GMF-RM 1252 PITTSBURGH PA 15290-9613
169-196	30TH & MARKET ST ROOM 557 PHILADELPHIA PA 19104-9592
197-199	PO BOX 10000 WILMINGTON DE 19850-9610
200 & 202-205	PO BOX 1000 WASHINGTON DC 20013-1000
206-212 & 214-215	900 E FAYETTE ST BALTIMORE MD 21233-9609
216	PO BOX 10000 WILMINGTON DE 19850-9610
217	900 E FAYETTE ST BALTIMORE MD 21233-9609
218	PO BOX 10000 WILMINGTON DE 19850-9610
219	900 E FAYETTE ST BALTIMORE MD 21233-9609
220-245	1801 BROOK RD RICHMOND VA 23232-9624
246-259	LEE & DICHINSON ST CHARLESTON WV 25301-9625

ENCLOSURE (4) TO COMDTINST M5110.1

<b><u>SHIP TO ZIP</u></b> <b>(FIRST 3 DIGITS)</b>	<b><u>ORDER FROM</u></b> <b>STAMP DISTRIBUTION OFFICE UNITES STATES POSTAL SERVICE</b>
260	1001 CALIFORNIA AVE GMF-RM 1252 PITTSBURGH PA 15290-9613
261-268	LEE & DICHINSON ST CHARLESTON WV 25301-9625
270-289	GREENSBORO NC 27420-9602
290-296	MPO 1601 ASSEMBLY ST COLUMBIA SC 29201-9613
297	GREENSBORO NC 27420-9602
298-306	GENERAL MAIL FACILITY ATLANTA GA 30304-9608
307	NASHVILLE TN 37202-9609
308-310 & 312-319	GENERAL MAIL FACILITY ATLANTA GA 30304-9608
320, 322-331, 333-340 & 350-352	TAMPA FL 33630-9608
354-368	351 N 24TH ST RM 132 BIRMINGHAM AL 35203-9610
369	PO BOX 50 JACKSON MS 39205-9998
370-374 & 376-385	NASHVILLE TN 37202-9609
386-397	PO BOX 50 JACKSON MS 39205-9998
400-409	PO BOX 11007 LEXINGTON KY 40512-9996
410	GMF RM 15 CLEVELAND OH 44101-9605

ENCLOSURE (4) TO COMDTINST M5110.1

<b><u>SHIP TO ZIP</u></b>	<b><u>ORDER FROM</u></b>
<b>(FIRST 3 DIGITS)</b>	<b>STAMP DISTRIBUTION OFFICE UNITES STATES POSTAL SERVICE</b>
411-418	PO BOX 11007 LEXINGTON KY 40512-9996
420	MPO RM B-29 INDIANAPOLIS IN 46206-9642
421-422	PO BOX 11007 LEXINGTON KY 40512-9996
423-424	MPO RM B-29 INDIANAPOLIS IN 46206-9642
425-427	PO BOX 11007 LEXINGTON KY 40512-9996
430-458	GMF RM 15 CLEVELAND OH 44101-9605
460-469	MPO RM B-29 INDIANAPOLIS IN 46206-9642
470	GMF RM 15 CLEVELAND OH 44101-9605
471	PO BOX 11007 LEXINGTON KY 40512-9996
472-479	MPO RM B-29 INDIANAPOLIS IN 46206-9642
480-482 & 484-497	RM M-511 DETROIT MI 48233-9998
498-499	345 W ST PAUL AVE RM 347 MILWAUKEE WI 53203-9995
500-508 & 510-514	MPO 1165 2ND AVE DES MOINES IA 50318-9600
515-516	OMAHA NE 68108-9540
520-528	MPO 1165 2ND AVE DES MOINES IA 50318-9600

<b><u>SHIP TO ZIP</u></b>	<b><u>ORDER FROM</u></b>
<b>(FIRST 3 DIGITS)</b>	<b>STAMP DISTRIBUTION OFFICE UNITES STATES POSTAL SERVICE</b>
530-532, 534-535 & 537-539	345 W ST PAUL AVE RM 347 MILWAUKEE WI 53203-9995
540	MPO 180 E KELLOGG BLVD ST PAUL MN 55101-9512
541-549	345 W ST PAUL AVE RM 347 MILWAUKEE WI 53203-9995
550-551, 553-554 & 556-564	180 E KELLOGG BLVD ST PAUL MN 55101-9512
565	BISMARCK ND 58501-9995
566	180 E KELLOGG BLVD ST PAUL MN 55101-9512
567	BISMARCK ND 58501-9995
570-577	500 E BLVD RAPID CITY SD 57701-9995
580-588	BISMARCK ND 58501-9995
590-599	1100 W KENT ST MISSAULA MT 59801-9996
600-606 & 609-611	MPO RM 206 CHICAGO IL 60607-9609
612	1165 2ND AVE DES MOINES IA 50318-9600
613-620 & 622	MPO RM 206 CHICAGO IL 60607-9609
623	1720 MARKET ST ST LOUIS MO 63155-9604
624-629	MPO RM 206 CHICAGO IL 60607-9609

ENCLOSURE (4) TO COMDTINST M5110.1

<b><u>SHIP TO ZIP</u></b>	<b><u>ORDER FROM</u></b>
<b>(FIRST 3 DIGITS)</b>	<b>STAMP DISTRIBUTION OFFICE UNITES STATES POSTAL SERVICE</b>
630-631,633-641, 644-648, 650-658 & 660-662	1720 MARKET ST ST LOUIS MO 63155-9604
664-679	7117 W HARRY ST WICHITA KS 67276-9998
680-681 & 683-693	OMAHA NE 68108-9540
700-701,703-708 & 710-714	MPO 701 LOYOLA AVE NEW ORLEANS LA 70113-9998
716-717	GMF LITTLE ROCK AR 72231-9646
718	MPO DALLAS TX 75260-4450
719-722	GMF LITTLE ROCK AR 72231-9646
723	NASHVILLE TN 37202-9609
724-729	GMF LITTLE ROCK AR 72231-9646
730-731 & 734-738	PO BOX 26666 OKLAHOMA CITY OK 73126-9610
739	MPO DALLAS TX 75260-4450
740-741 & 743-749	PO BOX 26666 OKLAHOMA CITY OK 73126-9610
750-769	MPO DALLAS TX 75260-4450
770-789	PO BOX 1575 HOUSTON TX 77251-1575



<b><u>SHIP TO ZIP</u></b>	<b><u>ORDER FROM</u></b>
<b>(FIRST 3 DIGITS)</b>	<b>STAMP DISTRIBUTION OFFICE UNITES STATES POSTAL SERVICE</b>
790-799	MPO DALLAS TX 75260-4450
800-816	1823 STOUT ST DENVER CO 80202-9995
820-831	2120 CAPITOL AVE CHEYENNE WY 82001-9991
832-834	730 E CLARK ST POCATELLO ID 83201-9998
835	GMF TACOMA WA 98413-9602
836-837	730 E CLARK ST POCATELLO ID 83201-9998
838	GMF TACOMA WA 98413-9602
840-847	1760 W 2100 SOUTH SALT LAKE CITY UT 84199-9416
850, 852-853, 855-857, 859-860 & 863-864	1441 BUCKEYE RD PHOENIX AZ 85026-9635
865,870-875 & 877-884	415 N PENNSYLVANIA AVE ROSWELL NM 88201-9998
890-891	2000 VASSAR ST RENO NV 89510-9996
893	1760 W 2100 SOUTH SALT LAKE CITY UT 84199-9416
894-895 & 897	2000 VASSAR ST RENO NV 89510-9996

ENCLOSURE (4) TO COMDTINST M5110.1

<b><u>SHIP TO ZIP</u></b>	<b><u>ORDER FROM</u></b>
<b>(FIRST 3 DIGITS)</b>	<b>STAMP DISTRIBUTION OFFICE UNITES STATES POSTAL SERVICE</b>
898	1760 W 2100 SOUTH SALT LAKE CITY UT 84199-9416
900-908, 910-918, 920-928 & 930-935	TERMINAL ANNEX RM 73 LOS ANGELES CA 90052-9612
936-941 & 943-960	PO BOX 886002 SAN FRANCISCO CA 94188-6002
961	2000 VASSAR ST RENO NV 89510-9998
962-966	PO BOX 886002 SAN FRANCISCO CA 94188-6002
967-969	3600 AOLELE ST HONOLULU HI 96820-9608
970-978	MP PO BOX 3047 PORTLAND OR 97208-9617
979	730 E CLARK ST POCATELLO ID 83201-9998
980-985	GMF TACOMA WA 98413-9602
986	MPO P O BOX 3047 PORTLAND OR 97208-9617
987-994	GMF TACOMA WA 98413-9602
995-999	4141 POSTMARK DR ANCHORAGE AK 99503-3948